



San Diego Unified School District

REQUEST TO CONDUCT VOLUNTEER SCREENING

(Please check the appropriate request)

This form **MUST** be signed by School Principal.

- CATEGORY C – CRIMINAL BACKGROUND CHECK
- RETURNING CATEGORY D VOLUNTEER - CRIMINAL BACKGROUND CHECK
- CATEGORY D VOLUNTEER - FINGERPRINT

Date: _____ Requesting School: _____ Loc Number: _____

Volunteer Name: _____
First Name Full Middle Name Last Name

List any other names used in the past: _____

Address: _____ City: _____ Zip: _____

Date of Birth: _____ Phone: _____
Month Day Year

Driver's license #: _____ State issued: _____

Other Gov. Issued ID type (if no driver's license): _____ ID # _____

(Please note: By recommendation from the Department of Justice, Mexico identification and voter registration cards may not be used to conduct background checks or fingerprinting. U.S. social security cards and birth certificates without an accompanying U.S. driver's license are also not recognized.)

Please indicate whether you are a **new** or **returning** volunteer: New Returning

Are you a volunteer at another SDUSD school? YES NO

If yes, please list the school(s): _____

Parents: please list the name(s) of your student(s): _____

Please check volunteer activity: On-site tutor outside of classroom (Cat C) Overnight field trip chaperone (CatD)
 Walk-on coach/Athletic Support (Cat D) Other _____

Are you being **compensated** for your services? YES NO

Principal acknowledges hiring of individual above at their site.

Principal's Signature: _____ Date: _____

For SDUSD School Police Services office use only:

Ok to volunteer Deny as volunteer

By: _____ Date: _____
SDUSD School Police Services

School volunteer coordinators: Please check that form is complete. Incomplete forms will be returned to the school.

CATEGORY C VOLUNTEER BACKGROUND REQUEST:

Send completed form to:

jobs@sandi.net

CATEGORY D VOLUNTEER FINGERPRINT REQUEST:

Email jobs@sandi.net for information related to category D volunteers. The District does not provide Live Scan/Fingerprinting services for Volunteers at this time. Please email jobs@sandi.net for information on Live Scan/Fingerprinting locations and fees for Volunteers.

Results will **normally** be returned to the school site volunteer coordinator within **2 weeks** of the date of fingerprinting. Please Note: poor quality fingerprints or the need to research information on an applicant's background may result in a delay of results from the Department of Justice.