



14600 Dix Toledo Road
Southgate, MI 48195
(734) 246-4600 • FAX: (734) 283-6791

**Volunteer and Chaperones
Criminal Conviction History Form**

I understand that as a Volunteer and/or Chaperone of the Southgate Community Schools I am subject to a Criminal conviction history check to ensure the safety of all children.

I understand that any person who volunteers to work with the District will be screened through the Internet Criminal History Access Tool (ICHAT) and may be screened through SOR or OTIS. I authorize Southgate Community Schools to utilize this information for the sole purpose of obtaining a conviction-only history file search. All information received will be held in confidence with results viewed only by the Superintendent.

Name: _____
(please print) Last Name Maiden Name/Other First Name M.I.

Date of Birth: ____/____/____ Gender: _____

Race: (please choose one) Driver's License # _____

- White
- Black
- Asian/Pacific Islander
- American Indian/Alaskan Native
- Unknown/Other

Please list all of your children who are enrolled in Southgate Community Schools

Student's Name Building Gr/Class

Student's Name Building Gr/Class

Student's Name Building Gr/Class

**Relationship to student-circle one: Parent / Grandparent Aunt/Uncle Sibling (18yrs or older)
Stepfather/Stepmother Legal Guardian**

- I agree to abide by all Board policies and District guidelines while on duty as a volunteer.
- I agree to give Southgate Community Schools the right to use ICHAT, SOR or OTIS for the sole purpose of obtaining a conviction-only history file search.
- I will release the District of any obligation should I become ill or receive an injury as a result of my volunteer service.

SEE REVERSE SIDE

Signature

Date

***This form must be signed by a school official.
Photo copy of Driver's License Must be Attached to this form.***

School Official

Date

It is the policy of the Southgate Community Schools' Board of Education that no one may work (paid or volunteer) with a felony conviction unless approved, in writing, by the Board of Education and the Superintendent.

