



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      Middle Name

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**

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***Signature***

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***Date***

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

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***School Official***

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***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.*