



HUMAN RESOURCES DEPARTMENT

Mr. Kevin Lathrom
Director of Human Resources

Dear ISD volunteer,

Thank you for your interest in volunteering in our schools! We appreciate your support in serving the students and families of the Independence School District.

Missouri law requires volunteers working one-on-one with children to have an FBI background check (including fingerprinting) prior to working with students. This includes field trip chaperones, study trip chaperones, and club sponsors.

Please complete the attached Family Care Safety Registry form. Please mark Voluntary in the Registration Type section and Volunteer in the Employer Associated With Registration section. You will need to register online at www.health.mo.gov/safety/fcsr or mail the form to Missouri Dept. of Health and Senior Services, Fee Receipts, PO Box 570, Jefferson City, MO 65102. There is a one-time registration fee of \$15.00. It takes the state about a week to complete this process. Results will be sent to you in writing. Please share the results with the building secretary.

You also need to complete a fingerprint background check. The volunteer fingerprint fee is \$44.75. Please register online at www.machs.mo.gov and enter the registration code 8468. **Please make sure to mark that the search is being conducted for a position of a volunteer.** Fingerprint location sites are listed at that website. ISD will receive results within 48 hours.

Please also note Board Policy **E-180-E**: Report to the Superintendent if charged, convicted, pled guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of imposition of sentence. This report must be made as soon as possible, but in no event later than two (2) business days after the event. As a volunteer you must notify Human Resources for an arrest.

Thank you for your support of students, staff and families in the Independence School District!

Sincerely,

Kevin Lathrom
Director of Human Resources

Parents and guardians who wish to assist in a classroom volunteer role during class parties, PTA or other on-site school building events and activities, do not need to complete this process as these volunteers will always be supervised by school staff.

An Equal Opportunity Employer