

LVISD Criminal History Background - Volunteer

Confidential*

Lago Vista Independent School District is authorized by state law to obtain criminal history record information on applicants the district intends to employ and for any volunteer (Texas Education Code §22.083). Volunteers should refer to the guidelines on the reverse side of this document. Additional background checks will be conducted at least on a yearly basis. The information requested below is necessary to obtain criminal history record information.

Please print.

Name _____
Last First Middle

Other names that may appear on records _____
(Used for certification, reference, and criminal history record checks)

Driver's License _____ Date of birth _____
State and Number

Mailing Address _____
Street, City, Zip

Email Address _____

Phone Number: _____
(In the event we need to contact you to confirm information)

Sex: Male Female

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment but will be used *solely* for the purpose of obtaining criminal history record information.

Signature

Date

Please check all that apply

I am volunteering for:

- Day-to-day campus activities
- Field trip or other off-campus activity
- Overnight trips

Primarily at:

- ES IS MS HS
- Other (booster club, etc.) _____



Lago Vista ISD Guidelines for Volunteers

All volunteers are asked to submit to a criminal background check. LVISD reserves the right to refuse to allow any person to volunteer based on activities or behaviors that may cause a concern about the safety or education of the students of the district.

The following guidelines are applied to make decisions regarding applications for volunteer service.

Volunteers for Day to Day Campus Activities:

Volunteers who wish to be involved on campus for routine daily activities such as making copies, assisting in classrooms with a teacher present, assisting with social events, etc. must meet the following criteria:

- No convictions or deferred prosecutions for any type of violence
- No convictions or deferred prosecutions within the past 10 years for drug use
- No convictions or deferred prosecutions for any type of sexual misconduct
- No convictions or deferred prosecutions for any crime against a child

Volunteers for Field Trips or Other Off Campus Activities:

Volunteers who wish to be involved in off campus activities such as supervision of students on a single day field trip or extracurricular trip with other teachers and/or adults present must meet the above criteria and the following:

- No convictions or deferred prosecutions for driving under the influence within the past 5 years
- No felony convictions of any type

Volunteers for Overnight Trips:

Volunteers who wish to be involved in off campus activities that involve supervision of students for an overnight trip or for direct supervision of students for an extended period of time in which no other adult is present must meet all of the above criteria and the following:

- Not more than 3 convictions or deferred prosecutions for any type of offense
- No convictions or deferred prosecutions for driving under the influence at any time
- No convictions or deferred prosecutions for drug use at any time

These guidelines are in place to maintain the highest standards of safety for all students of the Lago Vista Independent School District at all times.

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by this agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional)

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____	NO _____ initial
Purpose of CCH: _____	
Empl ___	Vol/Contractor ___ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	