



## **VOLUNTEER FINGERPRINTING**

The safety of our students is our top priority. In order to ensure that our students are safely supervised, the Berea City School District has developed a policy that requires a background check of volunteers or chaperones who will be supervising children *while out of sight of a District employee*. Background checks disclose information such as domestic violence or drug offenses that will exclude a volunteer from chaperoning children. The District considers a volunteer's background check valid for 5 years from the date it was first processed.

### **Overview:**

The background check begins with fingerprinting and is done by the Berea City School District's Personnel Office. Volunteers *will not* be required to pay the fees associated with the fingerprinting. This is the same process our employees follow for employment with the District except that employees are required to pay the fees. Here are the specific volunteer fingerprinting procedures for you to follow.

**A civilian criminal background check is required. You can be fingerprinted electronically in the Personnel Office located at the Administration Building, 390 Fair St. Berea, Ohio:**

***Tuesday and Thursday mornings between 8:15 a.m. and 10:00 a.m.,  
OR  
Wednesday afternoons between 2:30 and 3:30 p.m.***

**If you have not lived continuously in Ohio for the past five years, a FBI check *also* needs to be processed. Please let Personnel know if you need a FBI check in addition to the Civilian check.**

**Please be sure to have the fingerprinting done in plenty of time before the event because in some instances it may take up to 90 days to receive the results.**

Parent involvement is critical to the success of the Berea City School District. Many events could not take place without the partnership between schools and families. Your cooperation with this process is appreciated

***THANK YOU!***