

Manhattan School District 114

Volunteer Information

We are so thrilled that you are willing to help out at our schools! We could not accomplish all that we do in Manhattan 114 without your help and support.

In order to begin helping at the school, all volunteers must complete and submit the following:

- Complete the **MSD 114 Criminal Background Check Authorization Form**
- Complete the **MSD 114 Confidentiality Agreement**
- Submit both of the above forms and a **\$15 check** payable to Manhattan School District 114 to your child's school.
- Complete the **Will County ROE Fingerprint Authorization Form** and call (815) 740-8360 to make an appointment at the Will County Regional Office of Education at 702 W. Maple Street in New Lenox. They do fingerprinting Monday-Thursday and you will need to bring the Authorization Form with you to your appointment.

All of these forms can be found in the "Parent Resources" page of the Wilson Creek School website under Volunteer Information.

The results of your Background Check will be faxed to our Human Resource person's confidential fax machine and approval will be shared with the building secretary. She will then let your child's teacher know and the teacher will be in touch to make arrangements with you.

Thank you so much for your cooperation and willingness to volunteer your time at our schools!