

Criminal Background Checks Now Required for School Volunteers

We are so thrilled that you are willing to help out at school. We could not accomplish all we do in Manhattan 114 without your help.

This letter is to inform you that any volunteers now working in the schools on a regular basis need to have a completed Criminal background Check done before volunteering in our schools. If you are a parent that helps out only at the holiday parties 1-3 times per year, you will not need to have this Background Check done.

How do you go about getting a Criminal Background Check completed?

Please stop in any of the school offices and pick up Criminal Background Check Authorization form and drop off a check for \$25 made out to Manhattan School District 114. We will then give you a Fingerprint Authorization Form that you will need to take to the Will County Regional Office of Education at 702 W. Maple Street, New Lenox, IL 60451. You need to call their office at 815-740-8360 to make an appointment. Their office does fingerprinting Monday - Thursday every week.

Although we would love to be able to pay this fee for you, it will be too cost prohibitive for the district to do so for the multitude of fabulous volunteers that we have.

The results of your Background Check will be faxed to our Human Resource person's confidential fax machine.

Thank you so much for your cooperation with this new law.

MANHATTAN SCHOOL DISTRICT 114



Below you will find an Authorization to be signed by you and Authorizing the School District to conduct this required criminal background investigation. We request that, as part of your application for employment, you execute this Authorization and return it with your application. Your application for employment cannot be processed until this Authorization is received.

* * * * *

I, the undersigned, hereby acknowledge receipt of this document and authorize the Board of Education of Manhattan School District #114 to conduct an investigation to determine if I have been convicted of any of the enumerated criminal or drug offenses set forth in sub-section (c) of Section 10-21.9 of the Illinois School Code. I further understand and acknowledge that the Board of Education of Manhattan School District #114 cannot lawfully employ a person who has been convicted of a felony for committing or attempting to commit any of the enumerated criminal or drug offenses in sub-section (c) of Section 10-21.9 of the Illinois School Code.

DATED: _____

APPLICANT: _____