

Background Check Procedures

One way to stay involved is to volunteer for the various activities, athletics, and special events that occur. Since you may be working directly with minors, every volunteer will need to complete the following:

- 1) A **Volunteer Risk Assumption Form**. (Must be filled out for each volunteer opportunity.)
- 2) An **ISU Crime Reporting Form**. (Filled out once per school year.)
- 3) Some sort of background check; either a full background check or just a sex offender registry check (Raptor).

All forms should be turned in to the Main Office at Thomas Metcalf or emailed to Marissa Held: mvheld@ilstu.edu. Once these items are collected and your background check has cleared, you may begin your volunteer work.

Raptor Check

This system runs you through a sex offender registry database and clears you to be around children. The Raptor check should be completed by all adult family members at the beginning of each school year, or upon your first visit to the school. You will use this system to check in and out of the building and to print your visitor's badge every time you come to the school during school hours.

You will need to bring a state issued photo ID the first time you check in so that we can enter you into the raptor system.

Full Background Check

Full background checks are initiated through our office but processed through the ISU HR department. For this process you will need to do the following:

- 1) Complete the background authorization form (PERS 944).
- 2) View the instruction sheet with information on where to go to get your fingerprints taken.
- 3) Complete the **Biometric Impressions Authorization Form**. (Only if this is the location you choose to get your fingerprints taken.)

Once your prints clear, Marissa Held will be notified and will contact you.

Please note that any person who is employed by Illinois State University has had some sort of background check completed. **HOWEVER**, this does not mean you are automatically eligible to work with our students. ISU employees will still need to fill out the PERS 944 authorization form so we can confirm your status through HR. You may or may not need to get fingerprints completed, based on what HR determines.

What Type of Background Check Do You Need?

Lab School Representatives

Individuals acting as a representative of the Laboratory Schools who have Direct Contact with minors in any University Laboratory School program/activity, are required to complete and pass a successful background check AND online sex offender registry check prior to having Direct Contact with minors in the following situations:

- 1) Ongoing or recurring for the length of the activity.

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- 2) Unsupervised by a University Laboratory School employee or other University employee that has completed the appropriate background check and training.
- 3) Overnight or close contact activity.

Examples of this include:

- Volunteering as part of a coaching team or any other extracurricular activity
- Chaperoning a field trip where you may oversee a small group of children and possibly out of sight of the teacher,
- Volunteering for set or costume design during the spring musical while possibly being out of sight of the teacher.

Volunteers

Individuals acting as a volunteer of the Laboratory Schools who have Direct Contact with minors in any University Laboratory School program/activity in any other capacity other than employee or representative (as defined above), are required subject to an onsite national sex offender registry check upon entry.

Examples of this include:

- Chaperoning a field trip where you are only in charge of your own child.
- Helping with a class party.

School Visitors

Visitors are defined as any individuals not acting on behalf of University Laboratory Schools in any capacity.

Examples of this include:

- Coming to meet with your child's teacher.
- Picking your child up for lunch.
- A community member touring the school or meeting with an employee of the lab school.

During School Hours

Any individual entering University Laboratory School Property during school hours for a one-time or short-term visit with NO Direct Contact with minors are subject to an on-site national sex offender registry check upon entry.

During Non-School Hours

Individuals not working as an agent or representative of the Laboratory Schools will be considered a member of the public instead of a visitor during non-school hours.