

COOK COUNTY SCHOOL DISTRICT 130
VOLUNTEER FREQUENTLY ASKED QUESTIONS

Why does District 130 require a fingerprint-based criminal background check for volunteers, and what types of criminal offenses would prohibit a parent/guardian from volunteering?

Ensuring the welfare and safety of our students is our top priority, which is why we take the necessary steps to screen all individuals who have direct contact with children. Board Policy 6:250 (Community Resources Persons and Volunteers) states: "The Superintendent shall establish procedures for securing and screening resource persons and volunteers." In accordance with the policy, a person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer."

To ensure compliance with this policy, District 130 implemented a Raptor security system in all of our schools in 2015 that enabled school administrators and secretaries to electronically run all visitors against sex offender databases from all 50 states. Additionally, the Human Resources Department conducts preliminary background checks through the following agencies: Illinois Sex Offender Database Registry, Illinois Murderer and Violent Offender Against Youth Registry, Dru Sjodin National Sex Offender Public Website, and the Illinois Methamphetamine Manufacturer Database. Although these databases provide a significant amount of information, the fingerprint-based criminal background check provides a more comprehensive report, which allows us to make the best possible decision for the safety of our students.

Will the fingerprint-based criminal background check affect my immigration status?

District 130 does not require individuals to reveal their immigration status during volunteer screening, registration or any other procedure. Fingerprinting results are only used to check for criminal convictions that would prohibit individuals from volunteering. The results and all associated documents are secured in the Human Resources office, and are not shared with outside agencies.

What is the cost of the fingerprint-based criminal background check?

There is no cost to parents/guardians. District 130 covers all costs associated with the check.

What type of personal information is required for the fingerprint-based criminal background check?

The agency's application asks for the individual's first and last name, address, date of birth, sex, race, physical description, place of birth, contact information and a Social Security number. An applicant may decline to provide a Social Security number, but it will take the agency longer to conduct the background check.

Does the fingerprinting agency require photo identification?

Yes. Acceptable forms include a valid driver's license, state ID, United States passport, green card, Certificate of Naturalization, or a work visa that is valid, stamped and dated. The agency does not accept consular identification cards or expired visas.

Who receives the results of the fingerprint-based criminal background check?

Results are sent directly to the District 130 Human Resources Department, and are not shared with the fingerprinting agency. A confidential secretary will indicate on the applicant's original *Volunteer Form and Waiver of Liability* whether he/she has been cleared to volunteer. The only information shared with school administrators and secretaries is whether or not a person has been cleared. All details of the report remain sealed in the Human Resources office.

How long does it take to process the fingerprints?

Once the applicant is fingerprinted, results are sent directly to District 130 within 24 to 48 hours. If the applicant declined to provide a Social Security number, it could take a week or longer to receive results.

Will I need to be fingerprinted every year?

No. Although parents and guardians are required to submit an updated *Volunteer Form and Waiver of Liability* each year, they only need to be fingerprinted once.

Can fingerprints submitted through another agency or organization be used?

Unfortunately, we cannot accept results from outside agencies. Volunteers must be fingerprinted through the agency used by District 130.

If I was fingerprinted for employment or volunteering at District 130 in the past, do I need to do it again?

If you have previously been fingerprinted through District 130, please contact the Human Resources Department. If the office has a record of your background check, you do not need to complete the process again.

During the preliminary background check (prior to fingerprinting), what are the agencies screening for?

The Human Resources Department conducts preliminary checks through four agencies, which provide the following information:

Illinois Sex Offender Database Registry: Identifies individuals who have been convicted of certain sex offenses and/or crimes against children.

Illinois Murderer and Violent Offender Against Youth Registry: Identifies violent offenders against youth who have been convicted of certain offenses and/or crimes against children.

Dru Sjodin National Sex Offender Public Website: A public safety resource that provides information on sex offenders nationwide.

Illinois Methamphetamine Manufacturer Database: Identifies individuals convicted of participation in methamphetamine manufacturing on or after June 5, 2006.

If you have any further questions or concerns, please contact your building principal or the District 130 Human Resources Department (708-385-6800).

We look forward to working with you!