

WARREN CONSOLIDATED SCHOOLS HUMAN RESOURCES DEPARTMENT
BACKGROUND CHECK AUTHORIZATION FORM
GENERAL VOLUNTEERS

It is the policy of Warren Consolidated Schools to secure criminal conviction history information as mandated by Michigan state laws for public school employees and volunteers. **One form per year is required per volunteer.**

Background check forms must be submitted **two weeks prior to volunteering**. The school(s) that you are seeking volunteer clearance with will notify you of your volunteer status. Under no circumstances can you begin volunteering before you have been cleared.

Employees requesting to volunteer: email jabroo@wcskids.net. Include name, position, and school requested to volunteer.

PLEASE PRINT:

Name: _____ FIRST
MIDDLE NAME LAST

Maiden Name/Names previously used: _____

Date of Birth: _____ Gender: _____ Race: ☐ White ☐ Black ☐ Asian/Pacific Islander
☐ American Indian/Alaskan Native ☐ Unknown/Other

Address: _____ City, State, Zip: _____

Phone: _____ Email Address: _____

I want to volunteer at the following school/schools: Carter Band Trip

Student Name: _____ Teacher: Mr. Case

Date of Event /Trip (if ongoing, list beginning and end dates):

June 13, 2024 Band Trip to Cedar Point

Please list all other children in the District and the schools that they attend.

Student Name	Building
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

YOU MUST ATTACH A PHOTO COPY OF YOUR DRIVER'S LICENSE OR STATE ID CARD.

I understand that as a volunteer for Warren Consolidated Schools, I will receive no remuneration whatsoever on behalf of the school district for my volunteered time. Furthermore, I am aware that I must follow all of the rules, regulations, and procedures of the District and that I may be required to view online videos pertaining to these rules and regulations.

Upon submission of form, RETURNING volunteers, please log into your Vector Solutions site and complete the following videos (see page 2 for instructions). NEW volunteers, please complete the remaining videos using the instructions on page 2.

☐ Concussion ☐ FERPA ☐ Bloodborne Pathogens ☐ 1 Day Event

I understand that the above information is required by the Central Records division of the Michigan State Police, Lansing, Michigan. I authorize Warren Consolidated Schools to utilize the above information for the sole purpose of obtaining a conviction only criminal history file search.

07/2022 _____
Signature of Applicant

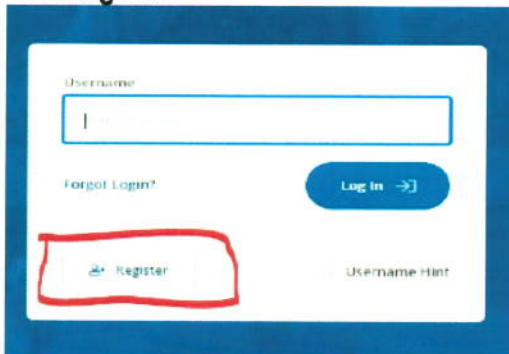
Date

General Volunteers for WCS need to complete three videos.

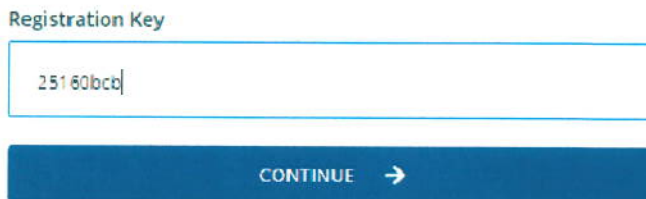
1. Concussions in Schools
2. FERPA
3. Bloodborne Pathogens

Please follow the instructions below to create a login for Vector Solutions. If you already have a Vector Solutions account **DO NOT** create a new username, please call the HR receptionist to verify your username: 586-698-4566. Please give 24 hours for videos to be assigned to your account. Please note, a 1 day event application must be approved, this is not for parent volunteers.

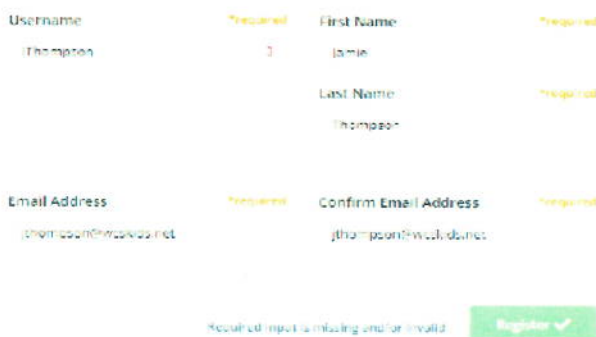
1. Open a browser on your computer (Chrome, Firefox, etc.). Do not use a phone or ipad.
2. Go to <https://wcs-mi.safeschools.com/login>
3. Click on "Register"

A screenshot of the Vector Solutions login page. It features a white login box on a blue background. Inside the box, there is a 'Username' field with a cursor, a 'Forgot Login?' link, a 'Log in' button with a right arrow, and a 'Register' button with a person icon. The 'Register' button is highlighted with a red rectangle. There is also a 'Username Hint' link.

4. Enter the following code (25160bcb) and click Continue.

A screenshot of the registration key entry screen. It shows a 'Registration Key' label above a text input field containing the code '25160bcb'. Below the field is a blue button labeled 'CONTINUE' with a right arrow.

5. Create and enter a User Name as well as your First and Last Name. Then click Register.
Sign Up

A screenshot of the sign-up form. It has five input fields: 'Username' (with 'jthompson' entered), 'First Name' (with 'jamie' entered), 'Last Name' (with 'thompson' entered), 'Email Address' (with 'jthompson@wvu.edu' entered), and 'Confirm Email Address' (with 'jthompson@wvu.edu' entered). Each field has a yellow 'Required' label. Below the fields is a green 'Register' button with a checkmark. A message 'Required input is missing and/or invalid.' is displayed above the button.

6. You will see a "Congratulations" message. Click on "Continue to Assignments."
7. After completion of the videos, your results will be displayed. If you have received a passing score, click on "Finish". If you do not receive a passing score, you must repeat the course.
8. Print your certificate for your records.

NOTE: You will not be approved to volunteer until these videos are completed and a background check has been approved.