



OLDHAM COUNTY MIDDLE SCHOOL

4305 Brown Blvd. LaGrange, KY 40031 Phone: (502) 222-1451 Fax: (502) 222-5178 Email: www.oldham.kyschools.us/ocms

Travis Hounshell

Associate Principal

Alissa Richards

Principal

Jenn Crase

Associate Principal

VOLUNTEER/CRIMINAL RECORDS CHECK FORM

Dear Parent,

Thank you for applying to volunteer your time here at OCMS. In order for us to complete the process you are required to submit to a criminal records check through the Administrative Office of the Courts (AOC) in Frankfort.

The law considers a volunteer to be any adult who assists teachers, administrators, or other staff in public school classrooms, schools, or school district programs, and who does not receive compensation for their assistance. The criminal records check is required on all volunteers who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibility for children at a school site or on a school sponsored trip. You can be assured that the AOC, this school and the school district will take steps to maintain the confidentiality of this information. Additionally, this information will be used only for the purpose of volunteering in the school.

If you desire to serve as a volunteer at this school any time during this year, please complete the information on the back of this sheet. This includes only that information needed by the AOC to perform the records check. Completed forms should be returned to OCMS in an envelope marked "Confidential" and sent to Lori Geary to the address above or dropped off at the OCMS office. A fee of \$10.00 (cash or check) will be charged per request (person) for any new or expired record checks. Checks should accompany this form and be made payable to OCMS. Previous records checks are honored for a period of five (5) years. Even though the form on the back says a fee of \$20.00 it is only \$10.00 for our school. Thank you so much for the contributions you make to Oldham County Middle School.

Volunteer Guidelines

What are my responsibilities as a volunteer?



The Kentucky Department of Education requires all school volunteers to complete a Criminal Records Check thru the Administrative Office of the Courts (AOC) in Frankfort. If you have previously completed a form and have been "cleared to volunteer" at OCMS, then you need only check with your child's team to ensure your name is on the latest volunteer list.



For first time volunteers, a Criminal Records Check Form has been printed on the back of this letter and must be completed and returned to the office if you desire to be a volunteer at OCMS this year. A separate form is required for each adult desiring a check.



Upon entering the building, you must go to the office to sign in and receive a nametag. It is important you wear your nametag in a visible spot on your person so that staff and students know you are "cleared" to be in the building.



Student information is confidential. Whatever you may hear or see regarding a particular student or situation should not be shared. We have a legal responsibility to maintain privacy.



Volunteers assume a leadership role in promoting a high level of school spirit, proper behavior and self-discipline at all times.



Please adhere to the school dress code policy located in the parent/student policy manual under "Colonel Fashions".

Thanks again for volunteering your time and energy.

Student Name: _____ Grade: _____ If volunteering for sport list sport: _____

ADMINISTRATIVE OFFICE OF THE COURTS
RECORDS UNIT
1001 VANDALAY DRIVE
FRANKFORT, KENTUCKY 40601
502-573-1682 or 800-928-6381
records@kycourts.net



The process to obtain the information contained in CourtNet is as follows:

Individuals

Requesting a record on yourself requires a \$20.00 fee (**check or money order**). If you do not receive a response in 30 days contact us at the number listed above.

Nonprofit/Commercial/Others

Requesting a record on individuals requires a \$20.00 fee (**check or money order**).

Criminal Justice Agencies

Criminal Justice Agencies do receive a waiver of fees for requests that are for criminal justice purposes.

Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you suspect information contained on the record is incorrect, or have any questions, please contact the Records Unit at (502) 573-1682 or (800) 928-6381.

PLEASE **PRINT OR TYPE** THE INDIVIDUAL'S INFORMATION **CLEARLY**.

SOCIAL SECURITY NUMBER: _____ DLN: _____

NAME: _____

MAIDEN NAME(S) AND/OR ALIAS: _____

DATE OF BIRTH: _____

STREET ADDRESS / P.O. BOX: _____

CITY, STATE, ZIP CODE: _____

I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS 523.100. I have provided the basic information necessary to qualify for record processing and exemption of fees - if applicable.

*** ALL INFORMATION BELOW IS REQUIRED.**

Individual's Signature

Date

Company

E-mail address

Requestor/Contact Person

Telephone Number

Address

City, State, Zip

Please denote which purpose applies to this request:

- Employment
- Criminal Investigation
- Screening Housing Applicants
- Volunteer/Care over Juvenile
- Licensing
- Other (please explain) _____