HARDIN COUNTY SCHOOLS
STATE CRIMINAL RECORDS CHECK FORM
(pursuant to KRS 17.160(4) and 161.148)

After completing this request, please return to your school volunteer coordinator. We will send this request to the Kentucky Administrative Office of the Courts, Frankfort, Ky. Contact your school's volunteer coordinator if you need to know if your request has been approved. If for any reason the request is not approved, you will be notified by mail. This is a requirement for all school volunteers in Kentucky. Please call 270-769-8867 with questions.

As of June 21, 2012, the Hardin County Board of Education will pay for state criminal records checks for those volunteering in academic activities or those who mentor a student.

KRS 161.148 defines a volunteer as anyone who

- *has contact with students on a **regularly scheduled or continuing basis**; or*
- *has **supervisory responsibility for children at a school site or on school-sponsored trips**.*

Effective immediately, any after-school activity that involves a parent or community member in which the volunteer works with or around students must complete a volunteer background check. The district will not pay for these checks. The money can either come from the volunteer or some other avenue. If the money comes from some sort of booster organization, please ensure RedBook guidelines are followed.

Once a volunteer (according to the definition of volunteers written above) has a state criminal records check performed and is approved, that volunteer will not have to have another criminal records check. A volunteer (as defined above) that has filled out a state criminal records check and was approved at anytime during or in preparation for 2011-12 school year (or in preparation for the 2012-13 school year before July 1, 2012) is an approved volunteer from this point forward. Anyone else will be considered a new volunteer and must fill out a state criminal records check form.

One name per each form submitted

PLEASE PRINT OR TYPE INFORMATION CLEARLY; ADULT INFORMATION ONLY BELOW

School(s) where you would like to volunteer: _____

Social Security Number: _____

Date of Birth: _____

Full Name: _____

Maiden/Alias Name: _____

Street Address / PO Box: _____ _____ **City:**_____ **State/Zip Code:**_____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

E-Mail Address: _____

Please check one: **Are you a returning volunteer?** ☐

Are you a new Volunteer? ☐

I attest that I am seeking to volunteer for the Hardin County Schools and I allow Hardin County Schools to run a criminal records check on me.

_____ _____

Signature **Date**

CONFIDENTIAL