

New Volunteer Background Check Regulations

Regulation IFCD-R(1) School Volunteers—Criminal Background Checks

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=IFCD-R%281%29&Sch=4004&S=4004&RevNo=1.11&C=I&Z=R>

Volunteers will be grouped into three levels

Level 1: volunteers are non-district personnel who will have no direct interaction with students

Level 2: volunteers are non-district personnel who will have direct interaction with students with other adults present at all times. For level 2 volunteers, school personnel will go to the Georgia and federal sex offender registry websites

Georgia Sex Offender Registry: <http://services.georgia.gov/gbi/gbisor/>

Federal Sex Offender Registry: <http://www.nsopw.gov/>

Level 3: volunteers are non-district personnel who will have direct, unsupervised interaction with students. **Level 3 volunteers must be fingerprinted by the district and have GBI/FBI criminal background checks on file prior to service.**

Volunteers are mandatory reporters of suspected child abuse or neglect.

Payment for the record check must be provided by the volunteer or a sponsoring organization. To schedule level 3 background check and fingerprinting contact Jackie Daves in HR at jdaves@atlanta.k12.ga.us or 404-802-2358.

For policy questions contact Rebecca Kaye at 404.802.2897 or e-mail rkaye@atlantapublicschools.us

What is the Process for APS Volunteer Registration?

Volunteers are an integral part of our instructional program. Below is the APS procedure for registering school volunteers. <http://www.atlanta.k12.ga.us/Page/26236>

- Each school will determine the level of the volunteer's planned activities, based on the guidelines in regulation IFCD-R.
- If volunteer's activities will include level 3 activities (unsupervised interaction with students), a designated school employee will contact HR (Jackie Daves) to arrange for fingerprinting/background check. *Volunteers may not participate in level 3 activities until they have been cleared by HR. Volunteer background checks must be repeated once every five (5) years.*
- Each school will advise the volunteer to complete a [volunteer release form](#).
- Designated school personnel will make a copy of the volunteer's state-issued photo identification.
- For level 2 volunteers, school personnel will go to the Georgia and federal sex offender registry websites Georgia Sex Offender Registry: <http://services.georgia.gov/gbi/gbisor/>
Federal Sex Offender Registry: <http://www.nsopw.gov/>
search for the individual and complete the bottom portion of the [volunteer release form](#).
- If the prospective volunteer is a registered sex offender or fails background check, volunteer is disqualified from *all volunteer activities*. *The school will keep [volunteer release forms](#) for disqualified volunteers on file in main office and inform HR.*
- Once approved, the school will keep all [volunteer release forms](#) (including copy of a government issued photo ID) on file in main office. *The school will ensure that level 2 volunteers and the staff members that volunteers will be assisting are aware that an APS employee or at least two (2) other adult volunteers must be present with them at all times.*