San Diego Unified School District
REQUEST TO CONDUCT VOLUNTEER SCREENING
(Please check the appropriate request)

☒ **CATEGORY C – CRIMINAL BACKGROUND CHECK**
☐ **RETURNING CATEGORY D VOLUNTEER - CRIMINAL BACKGROUND CHECK**
☐ **CATEGORY D VOLUNTEER - FINGERPRINT**

Date:_____ Requesting School: UC San Diego, Education Studies Dept. Loc Number: __n/a_____

Volunteer Coordinator – Name: Sheila Keegan _____ Email: skeegan@ucsd.edu _____

Volunteer Name: _____
First Name   Full Middle Name   Last Name

List any other names used in the past: _____

Address:_____ City:_____ Zip:_____

Date of Birth:_____ Phone: _____
      Month   Day   Year

Driver's license #:_____ State issued: _____

Other Gov. Issued ID type (**if no driver's license**):_____ ID # _____

(Please note: By recommendation from the Department of Justice, Mexico identification and voter registration cards may not be used to conduct background checks or fingerprinting. U.S. social security cards and birth certificates without an accompanying U.S. driver's license are also not recognized.)

Please indicate whether you are a **new** or **returning** volunteer: ☒ New   ☐ Returning

Are you a volunteer at another SDUSD school?   ☐ YES   ☒ NO

If yes, please list the school(s): _____

Parents: please list the name(s) of your student(s): _____

Please check volunteer activity: ☒ On-site tutor outside of classroom (Cat C)   ☐ Overnight field trip chaperone (Cat D)
                          ☐ Walk-on coach/Athletic Support (Cat D)   ☐ Other _____

Are you being **compensated** for your services? ☐ YES   ☒ NO

Principal acknowledges the individual will be volunteering at their site.

Principal's Signature:___ n/a - UC San Diego PAL Program _____ Date: _____

For SDUSD Human Resource Services office use only:

☐ **Ok to volunteer**   ☐ **Deny as volunteer**

By:_____ Date: _____
    SDUSD Human Resource Services Division

School volunteer coordinators: Please check that form is complete. Incomplete forms will be returned to the school.

CATEGORY C VOLUNTEER BACKGROUND REQUEST:
    Send completed form to:
          SDUSD Human Resource Services Division
          Eugene Brucker Education Center, Room 1241 or fax to 619-686-6650

CATEGORY D VOLUNTEER FINGERPRINT REQUEST:
    Instructions for Category D Volunteer:
    Livescan/Fingerprinting hours of operation are 9:00am to 3:30pm Monday through Friday in Human Resources. **There is no charge to the volunteer for the fingerprinting.**
    Please bring this completed form and a current government-issued picture ID (driver's license, passport, military ID) to:
          SDUSD Human Resource Services Division
          4100 Normal Street, Room 1241
          San Diego, CA 92103

Results will normally be returned to the school site volunteer coordinator within 2 weeks of the fingerprinting or the background check. Please Note: Poor quality fingerprints or the need to research information on an applicant's background may result in a delay of results from the Department of Justice.