



## *Weatherford ISD Volunteers are World-Class*

### **Thank you for your interest in volunteering in the Weatherford ISD!**

Weatherford ISD has a great volunteer program that provides a variety of opportunities for you to partner with our schools. Our volunteers and mentors make a difference in the lives of students and provide essential support to our classroom teachers. We invite you to be a part of our volunteer program!

Whether you can give a little or a lot of time, your volunteer time is needed and appreciated by our students and staff. Our volunteer opportunities include tutoring and mentoring students, chaperoning field trips, serving as room parents, helping with field day, book fairs, helping with class projects, laminating, and helping in the campus work area.

To ensure we create a safe, nurturing environment for our students, we require all volunteers to complete a volunteer application that consists of three pages:

**1. Weatherford ISD Volunteer Application Form** (page 1)

This form is used by campus volunteer coordinators who organize and implement the program on their campus, helping each individual person maximize her or his volunteer time.

**2. Criminal History Record Information Request** (page 2)

The information on this form is held confidential and is necessary to conduct a background check. All background checks are conducted at the Weatherford ISD District Services Building.

**3. DPS Computerized Criminal History (CCH) Verification Form** (page 3)

Effective February 2010, we are required to include this form for a background check.

***Please note: Weatherford ISD does not require volunteers to go through the fingerprinting process.***

Completed forms may be returned to the campus office or volunteer coordinators – or you may fax/email using the information at the bottom of this page. Please note the approval process may several days to complete. A list of approved volunteers is sent regularly to each campus Volunteer Coordinator who will then contact you regarding the available volunteer opportunities.

\*Please take a moment to read our WISD Volunteer Handbook linked to the Volunteer page at [www.weatherfordisd.com](http://www.weatherfordisd.com). A hard copy of the handbook is available at each campus.

We appreciate your support of our schools and encourage you to become a Weatherford ISD volunteer today!

Charlotte LaGrone  
Executive Director of Organizational Culture  
Weatherford ISD  
817-598-2956 office 817-598-2943 fax  
[clagrone@weatherfordisd.com](mailto:clagrone@weatherfordisd.com)



**CRIMINAL HISTORY RECORD INFORMATION REQUEST**

---

**Confidential\***

The Weatherford Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

*Please print.*

Name \_\_\_\_\_  
*Last First Middle*

Social Security Number \_\_\_\_\_ Date of birth \_\_\_\_\_

Driver's License \_\_\_\_\_  
*State and Number*

Mailing Address \_\_\_\_\_  
*Street City State Zip*

Sex:  Male  Female Ethnicity:  Black  White/Other

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment but will be used *solely* for the purpose of obtaining criminal history record information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* This form will be removed from the application and filed separately in the Community Relations office.

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, have been notified that a Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

APPLICANT or EMPLOYEE NAME (Please print)

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

Weatherford ISD

\_\_\_\_\_  
Agency Name (Please print)

Debby Riebe

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please:</b>	
<b>Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____	NO _____ initial
Purpose of CCH: _____	
Hire _____	Not Hired _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	