

**WAYNE-WESTLAND COMMUNITY SCHOOLS**  
**Criminal History Consent Form for School Volunteers Application**

Date: \_\_\_\_\_ Name of School(s): \_\_\_\_\_

Service you will be providing: \_\_\_\_\_

In order to ensure the protection of children in the care of our school district, Board policy requires, prior to any person providing a volunteer service at the school or any function conducted by the school, all potential volunteers to complete a State of Michigan background check. The background check is a name check only through the State of Michigan ICHAT system and is based on individual identifiers. Approvals are valid for the current school year only. Any applicant declining to complete a volunteer background check consent form will not be considered.

**A valid and clear copy of your driver's license must be attached.**

**POTENTIAL VOLUNTEER INFORMATION (PLEASE PRINT CLEARLY)**

Last Name _____			First Name _____			M.I. _____		
Maiden name or other name(s) previously used _____								
Phone Number _____				Racial Group _____				
Mailing Address _____								
Student Name (if applicable) _____								
Teacher Name _____								

**HISTORY INFORMATION**

1. Are you a retiree of the Michigan Public School Employee Retirement System (MPSERS)?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, what was your retirement effective date? \_\_\_\_\_  
(mm/dd/yyyy)

House Bill 4752 of 2023 requires retirees of the Public School Employees Retirement System to be retired at least 30 days from the effective date of their retirement before volunteering at a Michigan Public School. If you volunteer either directly or indirectly, before you have been retired for 30 days, you will be required to repay any pension payments received, disenrolled from insurance, and be responsible for any medical costs incurred since your retirement.

2. Have you volunteered for our school district before?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, school name \_\_\_\_\_

3. Have you ever pled guilty or been convicted of a felony in a State/Federal court?  
\_\_\_\_\_ Yes, Date and State offense/conviction occurred \_\_\_\_\_  
\_\_\_\_\_ No \*Board policy states a felony conviction excludes an applicant from volunteering in WWCS.

**PLEASE COMPLETE BACK SIDE ALSO**

4. Have you ever plead guilty or been convicted of a misdemeanor in a State or Federal court?

\_\_\_\_\_ Yes, Date and State offense/conviction occurred \_\_\_\_\_

Provide a detailed description of the conviction

\_\_\_\_\_

\_\_\_\_\_ No

5. Are you the subject of a current criminal investigation or have pending charges against you?

\_\_\_\_\_ Yes, Date and State the investigation is ongoing in \_\_\_\_\_

Provide a detailed description of the investigation or pending charges

\_\_\_\_\_

\_\_\_\_\_ No

Wayne-Westland Community School District reserves the right to “approve” or “deny” any volunteer applicant upon review of the background check returned through ICHAT. Providing false information, or information contradicting the background check information, is grounds for volunteer denial. Your signature represents acknowledgment that your statements are true and authorizes the Wayne-Westland Community School District to conduct a name based background check through ICHAT.

**Volunteer Signature** \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed form to the building office of the school you are volunteering for.

*Office Use Only*

Clear copy of valid Driver’s License attached (required) \_\_\_\_\_ Yes \_\_\_\_\_ No

Administrator’s Signature for Approval \_\_\_\_\_ Date \_\_\_\_\_

**COACHES ONLY:** Concussion certificate received \_\_\_\_\_ CPR \_\_\_\_\_

Volunteer Coaching Responsibilities given to applicant \_\_\_\_\_

**HUMAN RESOURCES:** Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date of ICHAT \_\_\_\_\_

H.R. Staff Member’s Signature \_\_\_\_\_

Date added to approved \_\_\_\_\_