

## Frequently Asked Questions

**Q: I have students in more than one building or program. Do I have to be checked for each child?**

A: No. Your fingerprints or background check will be attached to you, not your child.

**Q: How often do I need to do this?**

A: Background checks are good for one school year, fingerprints are good for as long as you are an Avondale volunteer.

**Q: Am I notified of the results?**

A: You will be notified by the district office if there is a problem with your background check or fingerprint results. The results are kept confidential.

**Q: How long does the approval process take?**

A: It can take as long as 10 business days so allow yourself extra time.

**Q: I have an arrest on my record from many years ago, will I be prevented from volunteering?**

A: Not necessarily. Each case is evaluated individually and many factors are taken into consideration.

**Q: What forms of ID are permissible for the background check?**

A: Any Federal or State picture ID (passport, State ID card, Driver's License) is allowed as long as it is valid and has not expired.

## Fingerprint Locations

<b>Oakland Schools</b>	<b>Appointment necessary</b> <a href="http://www.osfingerprint.com">http://www.osfingerprint.com</a>
2214 Mall Drive Waterford, MI  (248) 209-2370	<b>\$65 prepay only (Visa/MC only)</b>
<b>Morpho Trust USA</b>	<b>Appointment necessary</b> <a href="https://mi.ibtfingerprint.com">https://mi.ibtfingerprint.com</a>
Multiple locations	<b>\$64.50 money order (Visa/MC or echeck)</b>
<b>Oakland County Sheriff</b>	<b>Monday - Friday 7:30-5:00</b> <b>Walk in only</b> <b>NO appointments necessary</b>
1200 N. Telegraph Pontiac, MI	<b>\$56 cash only</b> <a href="http://www.oakgov.com/sheriff/pages/record.aspx">http://www.oakgov.com/sheriff/pages/record.aspx</a>

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Providing a safe and secure environment that is conducive to a healthy teaching and learning experience for all of our students and staff is our first priority.

Employee and volunteer fingerprinting and background checks are part of the Avondale School District safety and security plan that also includes building enhancements and the purchase of new equipment as well as instituting ALICE emergency response protocols.



## Avondale School District

### Student Safety and Volunteering



2940 Waukegan Street  
Auburn Hills, MI 48326

Telephone: (248) 537-6000

## Welcome to Avondale!

Thank you for sharing your time with us. As part of our commitment to student safety, all school volunteers must participate in a background check. Please use this guide to determine the appropriate background check process for you based on your volunteer involvement. Again, please accept our sincere gratitude for the generous gift of your time. We are glad you are here!



### Level One Volunteer

**Level One Volunteers are required to be fingerprinted.**

A Level One Volunteer performs any of the following activities with students:

- Works in isolation away from Avondale staff members
- Attends overnight fieldtrips
- Is an athletic volunteer or unpaid Assistant Coach
- Is a regular and consistent afterschool volunteer for an afterschool club
- Has access to confidential student records

**Examples include but are not limited to:**

- Overnight field trips
- Theatre and other afterschool clubs mentors
- Out of town competition parent support
- Supervision of a club while in isolation from an Avondale staff member

### Level Two Volunteer

**Level Two Volunteers do not need a fingerprint on file with Avondale, but must complete a background check.**

A Level Two Volunteer performs activities under the direct supervision of an Avondale staff member and is not responsible for students in isolation at any time.

**Examples include but are not limited to:**

- Concession stand volunteer
- Classroom volunteer during regular class time
- Library, Art room, Parking lot, Lunchroom and Playground supervision or support
- Special event volunteer for Prom, Homecoming, Senior All Night Party and other similar events
- Support to regular teacher supervised fieldtrips that **do not** involve overnights
- Single day fieldtrips



## The Process

### Level One Volunteers:

1. **Come to the Human Resources office**, 2940 Waukegan Street, Auburn Hills, MI 48326, to pick up a LIVESCAN and Michigan Background Check Form.
2. **Take the LIVESCAN and MI Background Check Form** document to any qualified agency for fingerprinting.
3. **Return the LIVESCAN and MI Background Check Document** to the Human Resources office after fingerprints have been taken.
4. **Complete and return the Volunteer Form and a copy of your State or Federal ID to the school office.**

### Level Two Volunteers:

1. **Obtain a Volunteer Form from your school office.**
2. **Complete the Volunteer Form and Background Check Authorization.**
3. **Turn in the completed form with a copy of your valid, unexpired State or Federal ID to the school office.**



**PLEASE NOTE**  
**BACKGROUND CHECKS ARE VALID FOR THE SCHOOL YEAR IN WHICH THEY ARE PERFORMED. THEY MUST BE COMPLETED EACH SCHOOL YEAR.**