BACKGROUND INVESTIGATION DIRECTIONS

The following information is required to start the background check process. Once this form has been returned, applicants will receive an email with a link to complete and pay for the background check online. Applicants are not eligible to work or volunteer until Trusted Employees has completed the background check and the District has approved it.

Last Name:_____ First Name: _____M.I._____

Building/Site:_____Reason for Background Check: Volunteer ☐   BHM Employee ☐

(For Volunteers) Please list the first & last name of the student(s) and your relationship to the student(s): _____
_____

Email Address:_____Phone:_____

Most of the data school employees know or create about students is private data and includes academic, personal, attendance, medical, disability, special education, and disciplinary information. Logically, it is in these areas where breaches of data privacy occur. A good rule of thumb is to remember that almost all information on a student kept by school employees in any form is subject to federal and state data privacy laws. School district employees are bound by data privacy laws regarding student records at all times including at the employee's work site, other district sites, and in the community.

To avoid data privacy violations, it is important to remember that private educational data can only be shared with staff members who have a "professional need to know." Good practice would be to refuse to discuss a particular student with any other student or with parents/guardians other than his/her own. Violations of data privacy laws may result in criminal penalties, civil penalties, and/or disciplinary action related to employment.

I hereby agree to regard all information received in the performance of my volunteer work for Buffalo-Hanover-Montrose Schools as confidential. I understand that Buffalo-Hanover-Montrose Schools respects its students, staff and volunteer's rights with regard to privacy of information and I agree to respect these rights in the performance of my volunteer duties and to keep "professional" confidentiality in all my statements outside the school district.

Signature:_____Date:_____

Background Check Type	*Cost	RETURN FORM FOR PROCESSING TO
Activities / Coaches – Includes applicants over age 18 who will receive payment.	$22.75	Activities Director or office of department you will be working for.
Volunteer – Volunteer includes all applicants over age 18 who will not receive payment (volunteers, chaperones & students over age 18).	$14.00	Deliver to the office/department in the building where you will be volunteering, chaperoning or student teaching. ECFE volunteers should return form to ECFE office.
Minor – Current BHM Student under age 18	$5.00	Activities Director or office/department in the building you will be working or volunteering in.
Applicants who have lived out-of-state will incur an extra fee for your search, depending on the state(s) you have lived in. Initially the system will charge an extra $10 for your search, but final cost will be determined once you have entered all information into the background screening database and will be billed to you accordingly.		

OFFICE USE ONLY	
Date BGC Link Sent to Applicant:	☐ Entered BGC status into Infinite Campus
Name of Employee Reviewing BCG:	☐ Printed Copy for School/Department File
Date Employee Reviewed BGC:	☐ Updated Hiring Decision in Trusted Employees
Date Notified Applicant if Approved:	Date Email Sent to Human Resources if Adverse Action is Needed: