



Perry Township Schools

Volunteers play an essential role in our school district. Their guidance and influence can encourage the academic, social, and personal success of students. Their skills and willingness to assist can help principals and teachers tackle some of the items on their long to-do lists. Perry Township Schools promotes an environment of safety, trust, and respect. Under state law, volunteers must wait until after their background screening process is complete to begin their volunteer assignment.

All background screenings need to be completed on a laptop or personal computer. Due to security settings, smartphones and tablets will not allow you to complete the application process.

Please see below for an explanation of the appropriate levels to ensure you complete the correct background check for the suitable volunteer position. All links can be copied and pasted for the appropriate link to complete the volunteer process.

Volunteer Access Levels

Level I Visitor: Volunteer application and formal background check are not necessary. This level is for guests who are visiting the office only. Level I visitors must have their driver's license, or ID scanned through the visitor system for a limited criminal history and an instant sex offender screening.

Level II Volunteer/Visitor: A Raptor background check is necessary. The cost for this background check is \$5, and the background check must be completed every school year. Level II Volunteer/Visitors have access to students during the school day. Positions that would fall in this level include lunch visitors, classroom party parents and guardians, field trip chaperones, tutors, Hope tutors, and student teachers completing field experience only. This list is not all-inclusive. The link for the Level II background check can be found here:

<https://apps.raptortech.com/Apply/MTA2MDplbi1VUw==>

Level III Volunteer/Visitor: SafeHiring expanded background check is required. \$24.90 fee (minimum) must be completed every five (5) years if there is no break in volunteer service. On May 1, 2019, the state legislature passed House Bill 1209, requiring expanded criminal background checks for volunteer coaches. Level III Volunteer/Visitors/Coaches have direct and potentially unsupervised interaction with students. This level would cover extra-curricular coaches (e.g., club sports – lacrosse, bowling, etc.) and non-employee sponsors (e.g., robotics, show choir, etc.). If you have lived outside the state of Indiana, there may be additional costs associated with the background check request. The link for the Level III background check can be found here:

<https://secure.safehiringsolutions.com/app.cfm?id=01C1C7C6-A384-4C38-9037-766F36C5E886>

The Level III Volunteer/Visitor Background check has two steps. Once your SafeHiring background check is completed, you will receive a second email. KidsTraks is a background check with the Department of Child Services (DCS) and will be sent to you within three days of submitting your background check. There is no cost. The link will expire, so please complete it as soon as possible. Allow approximately 15 minutes to complete this request, as you will need all prior addresses (or county of residence) dating back to 1988.

Perry Township Schools values all of our volunteers and truly appreciates your efforts with both volunteering and making sure the safety of our students is our number one priority.

6548 Orinoco Avenue. Indianapolis, Indiana 46227. (317) 789-3994 for HR Assistance