

Criminal History Check Instructions

For Volunteers

The Limited Criminal History Search and the CPI/CPS History Check must be completed and processed prior to participating in volunteer activities associated with Lanesville Community School Corporation.

If these documents are submitted without complete information, the request will be returned and you will need to resubmit the documents. This will delay processing and therefore could delay your participation in school activities.

These history checks will be processed as quickly as possible. The CPI/CPS History Check must be processed on line. The average processing time is 10 - 17 business days. Basic instructions for the online process are shown below. Please keep these instructions as you may need them once we have initiated your CPI/CPS History Check.

The **deadline** for submitting these forms for the 2019-20 school year is **August 30, 2019**. If you plan to participate in any event throughout the entire school year, please submit your forms by this deadline. Once your history checks are processed, they will be kept on file for a period of one year.

Basic Information "CPI/CPS History Check"

You will receive 2 emails from KidTraks giving you a link to the website and a password to access your history check. You will need to complete all information and submit your history check. A series of emails will follow until you receive the email stating that your history check is completed. If you want to print any documents for your records you may, but no further documentation needs to be submitted to the School Corporation, as the School will also receive an email showing that your history check has been completed.

If you do not currently have an email address, DCS recommends using one of the free web-based email providers shown below:

www.gmail.com click on the link "Create an Account"

www.hotmail.com click on the link "Sign up"

If you do not currently have internet access, most public libraries offer computer access, or access can be made available at Lanesville Schools. If you need access, please ask about this when submitting your documents.

LIMITED CRIMINAL HISTORY SEARCH
Requested by the Lanesville Community School Corporation
Utilizing the Indiana State Police Website

PLEASE PRINT:

Legal Name: _____
(Last Name) (First Name) (Middle Initial)

Address: _____
(City) (State) (Zip)

Date of Birth: _____
(Month) (Day) (Year)

Race: _____

Sex: _____ Male _____ Female

Reason for Request: _____

The Lanesville Community School Corporation Affirms that the Limited Criminal History Information requested will be used as specified and will not utilize it for any other purpose.

Signature

Date

For Lanesville Community Use Only

Date Requested/Received information regarding above subject _____

Person Requesting/Receiving information regarding above subject _____

Required Information to initiate the DCS
"CPI/CPS History Check" request
(Please Print)

Legal Name: _____
Last First Middle

Social Security Number _____

Date of Birth _____
Month Date Year

Phone Number _____

Email Address _____

(Please print legibly to prevent misinterpretations)