

Criminal History Search & History Check Instructions for Volunteers

A Limited Criminal History Search and a CPI/CPS History Check must be completed on each individual prior to allowing participation in volunteer activities associated with Lanesville Community School Corporation. The Corporation affirms that the information requested will only be used as specified and will not be utilized for any other purpose.

If you plan to participate in any event throughout the entire school year, please submit your information document. If the information document you submit is missing any information, the document will be returned and you will need to resubmit it. This will delay processing and therefore could delay your participation in school activities. Once your history search and your history check are completed, they will be kept on file for a period of one year.

The history search and the history check will be processed as quickly as possible. The CPI/CPS History Check will be initiated by Lanesville Community School Corporation, but must be completed on line by you. The average processing time is 10 - 17 business days. Basic instructions for the online process are shown below.

Keep these instructions as you may need them once your CPI/CPS History Check has been initiated.

Basic Information regarding the 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 has been completed. If you want to print any documents for your records you may, but no further documentation needs to be submitted to Lanesville Community School Corporation, as the Corporation will also receive an email stating 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 Community School Corporation. If you need internet access, please ask about this when submitting your information document.

**Information Document to Complete a
Limited Criminal History Search and a CPI/CPS History Check**

Legal Name: _____
Last First Middle

Address: _____
Street City State Zip

Social Security Number: _____

Date of Birth: _____
Month Date Year

Race: _____ Gender: _____

Phone Number: _____

Email Address: _____

Signature

Date