

**DPS Computerized Criminal History (CCH) Verification
(Agency Copy)**

I, _____ acknowledge that a Computerized Criminal
APPLICANT or EMPLOYEE NAME (Please print)
History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure
Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as
information for the applicant.) Authority for this agency to access an individual’s criminal history date
may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent
true identification to criminal history record information (CHRI), therefore the organization
conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the
name and DOB method. The agency may request that I also have a fingerprint search performed to
clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint
Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime
Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling eh DPS Program Vendor at 1-888-467-2080,
submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and
pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may
be discussed with me.

(This copy must remain on file by this agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional)

Date

Blue Ridge ISD
Angie Lillard

Signature of Agency Representative

Date

Please:	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Date Printed: _____	_____ initial
Purpose of CCH: Employment _____	
Volunteer _____ Contractor _____	_____ initial
Destroyed Date: _____	_____ initial
Retained in your files	

**Blue Ridge Independent School District
Volunteer Application**

If all information is not complete, the form will be returned to your child's school. This may delay your ability to volunteer.

PERSONAL DATA

Name _____
Last First Middle

Home Address _____
Street Appt.# City State Zip

Home Phone _____ Work Phone _____

Cell Phone _____ Email Address _____

Your Child(ren)'s Name & Campus _____

Campus: (Check all for which you wish to volunteer)

_____ High School _____ Middle School _____ Elementary

TYPE OF VOLUNTEER SERVICE PREFERRED

_____ Field Trip Chaperone _____ Camp/Out of Town Chaperone _____ Other: _____
Event Date: _____ Event Date: _____ Event Date: _____
Event Place: _____ Event Place: _____ Event Place: _____

PERSON(S) TO CONTACT IN CASE OF AN EMERGENCY

Name _____ Phone number _____

Name _____ Phone number _____

Blue Ridge ISD seeks to create a safe sanctuary for students, free from crime, violence, drugs, and abuse. Pursuant to the Texas Education Code, BRISD conducts screenings for any record of criminal history. The district shall obtain the criminal history record of prospective volunteers who will be working with students.

All volunteers are required to submit to a criminal history background check before participating as a volunteer at a BRISD school. They also must provide a driver's license or other forms of identification containing the person's photograph issued by an entity of the United States government. Education Code 22.0835

In consideration of my volunteer work, I agree to conform to the policies and rules of BRISD. I have read the volunteer guidelines, and agree to uphold these principles in my volunteer work.

VOLUNTEER SIGNATURE _____ DATE _____

**Blue Ridge Independent School
Criminal History Record Information Request**

Required for All Volunteers

The Blue Ridge Independent School District is authorized by state law to obtain criminal history record information on individuals who intent to serve as volunteers for the district (Texas Education Code § 22.083). The information requested below is necessary to obtain criminal history record information.

PLEASE PRINT

Last name First Name Middle Initial

Maiden and/or Other Names Used

Date of Birth: _____ Social Security Number _____

Sex: ___ Male ___ Female Ethnicity: ___ Black ___ White ___ Other

Have you ever been convicted of or received deferred adjudication for a violation of any local, state or federal law, other than (1) a minor traffic violation for which the fine was \$200 or less, or (2) any offense which was finally settled in a Juvenile Court or under a Welfare Youth Offender Law? (This includes a plea of guilty or no contest)
 ___ Yes ___ No **If yes**, list all convictions below, from the oldest to the most recent.

Date of Conviction (MM/YR)	Misdemeanor (check if appropriate)	Felony (check if appropriate)	Offense (Do not use abbreviations)

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for volunteering, but will be used solely for the purpose of obtaining criminal history record information.

Signature

Date

ALL INFORMATION WILL BE CONFIDENTIAL.

PLEASE BRING COMPLETED FORM AND VALID PHOTO IDENTIFICATION TO THE ADMINISTRATION BUILDING.

School Volunteer Guidelines

Blue Ridge ISD encourages schools to develop and maintain a strong volunteer program that provides varied opportunities for parents and members of the community to be active partners in support of the instructional program and school climate.

Sign In Procedures

All volunteers shall sign in when arriving on campus, shall wear a school-developed identification tag while participating in volunteer activities, and shall state where they will be during their visit. Volunteers shall sign out when departing the campus.

Transporting Students Requirements and Restrictions

Adult volunteers who are transporting students for school-sponsored activities in a privately owned vehicle should be aware that they may be held responsible for injuries to the students they are transporting. Volunteers must provide the required information regarding insurance as required by Texas State Law before transporting students.

All volunteers who are transporting students must hold a valid driver's license, have proof of insurance, and undergo a criminal and driving record background check.

All volunteers should:

- ⇒ Complete volunteer application and background check forms.
- ⇒ Sign in at the front office.
- ⇒ Call the school and leave a message for the teacher if unable to attend the volunteer assignment.
- ⇒ Meet with the teacher or school personnel with whom you will volunteer to work out the specific job duties.
- ⇒ Support teachers and other personnel as volunteers act only as assistants.
- ⇒ Keep communication open between you and the teacher or school personnel.
- ⇒ If you are unsure about anything, ask a question!
- ⇒ Turn the situation over to the teacher should behavior problems develop with a student.
- ⇒ Avoid expressing dissatisfaction with school or staff in presence of students.
- ⇒ Work within the rules of the school district.
- ⇒ Conform to the campus dress code.