



**New at SCPA: Mandatory Volunteer Criminal Background Checks  
Effective: January 1, 2010.**

Effective January 1, 2010, annual criminal background checks are required for volunteers who:

- volunteer on school property
- have direct contact with students, on or off school property.
- operate a vehicle on the school's behalf

To conduct the background check volunteers are asked to provide the following information:

- Full name
- Social Security Number

For identification purposes only the following information is requested:

- Full Address
- All cities and states lived in the past 7 years

An additional Department of Motor Vehicle check will be required for volunteers who will be operating a vehicle on the school's behalf. In order to conduct this check, the volunteer must provide:

- Drivers license number

The criminal background check will obtain information from the following two sources:

- The MN Bureau Criminal Apprehension (BCA) Sex Offender Registry
- Social Security Trace Plus

The company performing the background check is Trusted Employee. Trusted Employee, until recently named RHR Information Services, Inc, has been in the background screening service for 15 years. Please see attached 'Security Statement' for more information regarding their security practices and certifications.

It is recommended you place the authorization form in a sealed envelope; however, faxed or emailed copies are acceptable. All information on the authorization form is sensitive and is maintained in a confidential manner in the school business office until the background check is complete, at which time the authorization form will be shredded. The final background report is only accessed by the business office using a password

protected secure website. The background check report is not maintained on school site electronically or in hard copy. Once a background check report is determined to be 'clean' the individual is then identified on the school information system as an 'approved' volunteer for the 2009-2010 school. Background check reports with concerning information will be submitted to the Executive Director and Chief Financial Officer for further evaluation. The conviction of a crime (felony or misdemeanor) will not automatically disqualify a person from volunteering. Each situation will be considered individually. Individuals will receive email regarding volunteer status once this is determined.

**Please return completed forms to Gillian Dosse before Friday, December 11, 2009.**

**Ms. Gillian Dosse  
St. Croix Preparatory Academy  
4260 Stagecoach Trail North  
Stillwater, MN 55082**

**[gdosse@stcroixprep.org](mailto:gdosse@stcroixprep.org)  
651-395-5901 (fax)**

**There is no additional fee for the background check.**