



Mandatory Volunteer Criminal Background Checks

BI-ANNUAL criminal background checks are required for ALL volunteers who:

- Volunteer on school property or field trips
- Have direct contact with students, on or off school property

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
- Date of birth (DOB)

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

Trusted Employee performs the background check and has been in the background screening service for 20 years.

The online background check authorization form can be found on the school website at www.stcroixprep.org/volunteer.

The final background report is only accessed by the human resources office using a password protected secure website. The report is not maintained on the school site electronically. 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 two years. A new background check will need to be submitted prior to the 2 year expiration date of the current screen.

Background check reports with concerning information will be submitted to the Executive Director 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.