

## PITT COUNTY SCHOOLS VOLUNTEER BACKGROUND CHECK REQUEST FORM

Any school volunteer who will be unsupervised by school staff for any period of time and who will be working with students who are not the volunteer's child must have a district level background check. To initiate the background check process, a principal or designee should:

1. Complete this form;
2. Provide a copy of the completed form to the prospective volunteer; and
3. Instruct the prospective volunteer to bring the **completed form** and **a copy of his/ her official ID** to the Central Office (1717 W Fifth Street, Greenville, NC 27834) on the first or third Wednesday of the month so that the volunteer can be screened by Human Resources. A schedule of available times for volunteer screening will be provided on the Human Resources page of our website ([www.pitt.k12.nc.us](http://www.pitt.k12.nc.us)).

**Prospective Volunteer's Name:** \_\_\_\_\_

The Prospective Volunteer has ☐ NOT previously received a district level background check for any other school, or ☐ I have checked the list of successfully screened volunteers provided by HR and do not see the Prospective Volunteer listed.

The Prospective Volunteer is a ☐ parent/ guardian of a student, ☐ grandparent of a student, or ☐ community member.

**Describe the type of work the volunteer will perform for the school.**

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By signing below, I am requesting that the Human Resources Department conduct a criminal history check for the person named above who will be serving as a volunteer for my school. While the individual is volunteering, he or she will not be supervised by school staff for some period of time while working directly with students.

**Principal or Designee Signature:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_