



14600 Dix Toledo Road  
Southgate, MI 48195  
(734) 246-4600 • FAX: (734) 283-6791

**Volunteer and Chaperones  
Criminal Conviction History Form**

I understand that as a Volunteer and/or Chaperone of the Southgate Community Schools I am subject to a Criminal conviction history check to ensure the safety of all children.

I understand that any person who volunteers to work with the District will be screened through the Internet Criminal History Access Tool (ICHAT) and may be screened through SOR or OTIS. I authorize Southgate Community Schools to utilize this information for the sole purpose of obtaining a conviction-only history file search. All information received will be held in confidence with results viewed only by the Superintendent.

Name: \_\_\_\_\_  
(please print) Last Name Maiden Name/Other First Name M.I.

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_\_

Race: (please choose one) Driver's License # \_\_\_\_\_

- White
- Black
- Asian/Pacific Islander
- American Indian/Alaskan Native
- Unknown/Other

**Please list all of your children who are enrolled in Southgate Community Schools**

\_\_\_\_\_  
**Student's Name Building Gr/Class**

\_\_\_\_\_  
**Student's Name Building Gr/Class**

\_\_\_\_\_  
**Student's Name Building Gr/Class**

**Relationship other than Parent-circle one: Grandparent Aunt/Uncle Sibling (18yrs or older)**

- I agree to abide by all Board policies and District guidelines while on duty as a volunteer.
- I agree to give Southgate Community Schools the right to use ICHAT, SOR or OTIS for the sole purpose of obtaining a conviction-only history file search.
- I will release the District of any obligation should I become ill or receive an injury as a result of my volunteer service.

**SEE REVERSE SIDE**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

***Please have signature witnessed by Principal or Principal's Designee  
Photo copy of Driver's License Must be Attached to this form.***

\_\_\_\_\_  
*Witness (please print)*

\_\_\_\_\_  
*Date*

*It is the policy of the Southgate Community Schools' Board of Education that no one may work (paid or volunteer) with a felony conviction unless approved, in writing, by the Board of Education and the Superintendent.*