



Kenowa Hills Public Schools

High Levels of Learning for Each and Every Student

RELEASE OF INFORMATION FORM

The purpose of this form is to notify you, in accordance with present federal law that a background report, including a criminal records check, will be obtained on you in the course of your volunteer work with students in the Kenowa Hills Public School District.

I understand that the information below regarding sex, race and date of birth is requested for the sole purpose of gathering the above information correctly, and will not be used to discriminate against me in violation of any law. I authorize all law enforcement agencies, city, state, county or federal courts to release information about my background, including but not limited to, information about any criminal records, to Kenowa Hills School District, 2325 Four Mile Rd NW, Grand Rapids, MI 49544.

I understand that there is a minimum of three days notice for processing criminal records checks. After completion, the criminal records check will be kept on file for the remainder of the school year.

Student Name: _____ Grade: _____

I am volunteering for:	Instructional Assistance	<input type="checkbox"/>
	Field Trip Supervision	<input type="checkbox"/>
	Other	<input type="checkbox"/>

School Building(s) I wish to volunteer at: _____

Volunteer:

Last Name: _____ Legal First Name (Not a Nickname): _____

Middle Initial: _____ Race: _____ Gender: _____ Date of Birth: ____ / ____ / ____

Current Address: _____ City: _____ State: _____

Telephone # _____

Other (Any Maiden, Previous Names, Aliases, etc.) _____

Identity may need to be verified by presenting a valid Driver's License for confirmation by staff if they do not know you.

Signature: _____ Date: ____ / ____ / ____

PLEASE TURN IN THIS FORM TO YOUR SCHOOL OFFICE OR FAX IT TO: 616/784-7960.

khps.org

2325 Four Mile Road NW ■ Grand Rapids, MI 49544 ■ p 616.784.2511 ■ f 616.784.8323