



## **Screened Volunteer Frequently Asked Questions**

**Q: Why is this new process being introduced?**

A: The District must require this process in order to comply with a revision to Missouri State Statute 168.133. We believe that providing a safe environment for all of our students is of the utmost importance and this is a safety protocol.

**Q: Where can I go to get fingerprinted?**

A: Once the district has received your online volunteer application instructions will be emailed to you.

**Q: Does the District pay for the criminal background check?**

A: Yes, the District values the time volunteers give freely and providing this service at no cost to you is important to us.

**Q: Will I be able to volunteer in any building in the District or do I have to go through a process in each building?**

A: You will only need to complete the criminal background check one time to be eligible to volunteer at any District building, with approval from that building. You must complete the online application annually.

**Q: Who will see the criminal background check results?**

A: Only authorized personnel designated by the Superintendent of Schools will be able to view results.

**Q: What is the fingerprint code I need to use?**

A: This will be included in the follow up email from the district once your online application is received.

**Q: How long does it take to become a volunteer?**

A: The District recommends completing the process no later than two weeks prior volunteering.

**Q: How long does it take to get the fingerprint results back?**

A: In most cases, once fingerprints have been submitted, results are received within 24 hours. Some may take up to 3-4 days.

**Q: Will I (the parent) receive a copy of the fingerprint results?**

A: No, the district does not maintain physical copies of fingerprinting results. You may request a notarized clearance letter be sent to you for an additional \$2.00 when you register (not covered by the District).

**Q: What if I choose not to be fingerprinted?**

A: Those who are not fingerprinted will not be eligible to volunteer, as defined by the law. A fingerprint check is not required for individuals classified as a “visitor”.

**Q: How will I know that I have cleared the volunteer background check process?**

A: You will receive an email informing you that your volunteer process is complete and you are eligible to begin volunteering.

**Q: If I have questions or problems registering with MACHS who do I contact?**

A: Contact information will be included in the fingerprint instructions emailed to you from the district.