Thank you for your interest in becoming a volunteer with the school system! It is a requirement of all adults who are in contact with any student enrolled in a Monroe County School to complete the Volunteer Training course. This will require that you watch a brief video, complete a background check with fingerprinting, and secure a photo ID from the board office. Please allow at least two weeks to complete the process. The steps are as follows:

Please go to the Monroe County Board of Education website.

- 1. Near the top of the page you will see a row of icons; locate the one that reflects the image below and click on it.
  - Please watch the video for this link.
  - Please complete the online form **after** you have watched the video in its entirety.
  - Remember that you are with Monroe County Middle School when completing the form.

After watching the video, take \$20 (cash or check only) and two forms of ID to the Monroe County Sheriff's Office located at 145 L Cary Bittick Drive in Forsyth on Monday through Friday from 9am – 4pm. The process is as follows:

- 1. Go through the front door with your payment and two forms of ID.
- 2. They will process your payment and provide you with a receipt.
- 3. Please tell the officer in charge that you are with TG Scott Elementary and that you are completing the process to become a parent volunteer. By making this point known, your information will be sent immediately to the Monroe County Board of Education.
- 4. You will then proceed around the outside of the building to the back/jail area for fingerprinting.

Once you've completed this step, you can either go to the BOE to have your photo taken or you can email a picture to <u>Erin Adkerson</u>.

Once all of your information has been received and processed, your volunteer badge will be sent to your school. You will receive an email from the Parent & Family Engagement Specialist for your school letting you know that it is ready for pickup. If you have questions about this process, please email <a href="Conni Tane">Conni Tane</a> (TGS & MCMS) or <a href="Brandi Pye">Brandi</a> Pye (KBS & HES).

Thank you, again, so much! We look forward to working with you!