


PORTAGE TOWNSHIP SCHOOLS

VOLUNTEER BACKGROUND CHECKS

The purpose of the volunteer background check procedure is to help ensure the safety and security of our students at Portage Township Schools. A complete background check will be required **once a year** for those individuals who are requesting to volunteer. Background checks must be submitted and approved prior to any volunteer activity taking place in the Portage Township Schools. A criminal record does not necessarily mean that a volunteer will be prevented from serving in the schools.

PLEASE NOTE THAT YOU MUST USE CHROME OR FIREFOX WITH THE SAFE HIRING WEBSITE!

Level I – Outside Classroom*	Level II – In Classroom Only
<p style="text-align: center;">Charge: \$18.95</p> <p>The Level I background check is conducted by Safe Hiring Solutions, LLC. This background check is for volunteers who wish to participate outside the classroom (i.e., field trips). <i>*This level includes volunteering in the classroom.</i></p> <p>Apply Online</p> <ul style="list-style-type: none"> ❖ Click on Safe Hire Solutions link from Portage Township Schools website: www.portage.k12.in.us -> Parents/Parent Background Checks <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">CLICK ON LOGO </p> </div> <ul style="list-style-type: none"> ❖ Complete all required information. ❖ Pay using a credit/debit card \$18.95 <p>Or Apply In Person</p> <ul style="list-style-type: none"> ❖ Go to PTS Administration Office. ❖ You must bring exact cash \$18.95. ❖ Complete an Application Background Check Authorization Form. ❖ Provide a valid Driver’s License or other acceptable form of photo identification (non-expired). ❖ Computer kiosk is available for credit/debit cards 	<p style="text-align: center;">Charge: \$0.00</p> <p>The Level II background check is submitted to the Indiana State Police. This background check is for volunteers who wish to participate in the classroom (i.e., classroom parties).</p> <p>Apply In Person</p> <ul style="list-style-type: none"> ❖ Go to PTS Administration Office. ❖ Or pick up a form from any school ❖ Or print out a copy from our website ❖ Forms can be found online: www.portage.k12.in.us -> Parents->Parent Background Checks-> Print and fill out forms ❖ Complete all sections of the form. ❖ Must provide a valid Driver’s License or other acceptable form of photo identification (non-expired). ❖ Turn form in to any school or Administration building it cannot be submitted online.

For more information contact the Administration building at 219-764-6015