

Volunteer Background Check Process

For the safety of our students and staff, Denver Public Schools has a volunteer application and background check process which is operated out of the Office of Volunteer Services. There are several categories of volunteers which require a criminal background check under certain conditions. Please review the chart below to access the appropriate forms as needed:

Category	Background Check Requirement
<p>Parents volunteering to assist their child - Parents volunteering to assist their child in the classroom are not required to undergo a background check.</p>	<p>No background check required.</p>
<p>Teen Volunteers – Volunteers 17 and younger are not required to undergo a background check. However, they are required to complete a volunteer application which is kept on file with the assigned school’s main office.</p>	<p>No background check required.</p>
<p>Occasional Volunteers – Individuals wishing to volunteer on an occasional basis, i.e., career day, field day, etc. are not required to complete the volunteer background check process.</p>	<p>No background check required.</p>
<p>Supervised (in line of sight of DPS staff member) volunteering with children – An individual wishing to volunteer on a regular basis beyond with his/her child, is required to complete a volunteer application and undergo a background check which can be found at http://volunteerservices.dpsk12.org For example, an individual who volunteers to come in on a monthly basis to read with a group of kids in the classroom in the presence of a teacher.</p>	<p>Colorado Bureau of Investigation (CBI) background check. NO fingerprints required.</p>
<p>Volunteers with access to children in an unsupervised setting (not in line of sight of DPS staff member) – Volunteers wishing to engage with students on a regular basis. For example, an individual who volunteers to come in on a weekly basis to teach an art class afterschool in the auditorium without a DPS staff member present in the room. <i>This category is not designed for programs or individuals that charge fees to families.</i> Volunteers must complete an FBI Fingerprint Background Check form. This form is provided by the Principal or their designee to the volunteer. This form is not available online. Once the Office of Volunteer Services receives the FBI Fingerprint Background Check form, an email will be sent to the volunteer with further information about obtaining a fingerprint background check. It is recommended that this category be used sparingly as best practice recommends volunteers are supervised by DPS staff.</p>	<p>Requires an FBI fingerprint background check.</p>

Instructions for completing forms (excluding the Unsupervised Volunteer Application):

Volunteer forms can be found on the Volunteer web page:

<http://volunteerservices.dpsk12.org/volunteer-forms/>

- ◆ Volunteer Application:
 1. Fill out personal information
 2. Read, sign and date in the presence of a witness/DPS staff member and/ or designee
 3. DPS staff or designee must verify a form of ID* and witness the signing of the documents.

- ◆ DPS Request for Criminal History/Background Check:
 1. Fill out personal information including full name, date of birth, the corresponding number from the photo ID, and any available phone numbers.*
 2. Indicate conviction of felonies or misdemeanors by checking corresponding box. **

**Photo ID may include drivers license or identification cards from countries other than the United States of America. Non-governmental ID must be accompanied by a form of identification issued by a governmental agency from the USA or other country, i.e., birth certificate*

*** A DUI or DWAI and any other misdemeanors must be noted on the form. Any information that appears on the background check that was not indicated on the form may cause a denial from DPS. (Please note that not all offenses necessitate a denial, the decision is made by DPS and is often determined on the basis of case outcome).*

- ◆ Please return the completed DPS volunteer application which includes the confidentiality agreement and background check forms to the school secretary or the Office of Volunteer Services:

Mail – Office of Volunteer Services
1617 S. Acoma Street, Denver, CO 80223
Scan – volunteer_services@dpsk12.org
Fax - 720-423-1502

- ◆ Once your background check has been processed, you will be notified by the school secretary or a staff member from the Office of Volunteer Services. Please allow 5-10 business days to process.

***** Charter school volunteers do not need to submit the background check form to Volunteer Services. Charter school volunteers access background checks directly through DPS Safety and Security. There is a charge for the service which is \$46.50 per fingerprint. Please call 720-423-3236 to schedule an appointment.**

Please contact the Office of Volunteer Services for additional information.

DPS Office of Volunteer Services
1617 S. Acoma Street
Denver, CO 80223
720-423-1817 - Fax – 720-423-1502
Volunteer_Services@dpsk12.org