

AZLE INDEPENDENT SCHOOL DISTRICT  
CRIMINAL HISTORY CHECKS ON SCHOOL VOLUNTEERS OR CONTRACT  
LABOR  
ADMINISTRATIVE PROCEDURES

This procedure is established in order to create guidelines for checking criminal histories on volunteers that work on district campuses.

Texas Education Code 22.083 states that the District may obtain criminal history record information that relates to a person the District intends to employ, a person that contracts with the district or a person who has indicated, in writing, an intention to serve as a volunteer with the District. Azle ISD policies GKG (Legal) and GKG (Local) establish a volunteer program and define a volunteer as "a person rendering services for or on behalf of the District on District premises or at a school-sponsored or school-related activity on or off school property who does not receive compensation in excess of reimbursement for expenses."

The process for criminal history checks of volunteers or contract labor will be as follows:

1. Volunteer or Contracted Labor will complete and sign the Azle ISD School Volunteer or Contract Labor Criminal History Request
2. Form will be turned in to the office of the school where the volunteer intends to work
3. Record will be checked in the central office by the human resource office
4. If the record is satisfactory, the school where the volunteer will work will contact them and let them know that their volunteering may begin
5. If the record does not meet criteria used in the employment of individuals for the district, the volunteer will be notified of the problem and they will not be allowed to volunteer in any Azle school.
6. The form stating the result of the record check will be kept on file in the office of the school that originated the request.
7. The Texas Department of Public Safety criminal check will be filed with the Azle ISD Human Resources Department.

---

**Azle ISD School Volunteer or Contract Labor Criminal History Request**

Circle One: A.) I am a Volunteer B.) Contract Labor C.) Student Teacher Observation  
D.) Other

Volunteer Full Name: \_\_\_\_\_  
Last first middle  
*(PRINT CLEARLY)*

Date of birth: \_\_\_\_\_  
*(PRINT CLEARLY)* Sex (male / female)

Race: \_\_\_\_\_  
*(PRINT CLEARLY)*

Home Address: \_\_\_\_\_  
*(PRINT CLEARLY)*

Phone Number: \_\_\_\_\_  
*(PRINT CLEARLY)*

School and Origination where Volunteering/ Contracted:  
\_\_\_\_\_  
*(PRINT CLEARLY and do not leave this space blank)*

Area volunteering: \_\_\_\_\_  
*(indicate: Band, Choir, teacher helper, name of teacher if known, etc...PRINT CLEARLY do not leave this space blank)*  
Volunteer/

Contract Labor Signature: \_\_\_\_\_ Date of Signature \_\_\_\_\_

PLEASE NOTE: IF ALL INFORMATION PROVIDED BY APPLICANT IS NOT LEGIBLE A CRIMINAL  
BACKGROUND CHECK WILL NOT BE PROCESSED. Revised on February 26, 2008