

**WARREN CONSOLIDATED SCHOOLS HUMAN RESOURCES DEPARTMENT
BACKGROUND CHECK AUTHORIZATION FORM
FISCAL VOLUNTEERS**

It is the policy of Warren Consolidated Schools to secure criminal conviction history information as mandated by Michigan state laws for **public school employees and volunteers**. **One form per school year is required per volunteer.**

Background check forms must be submitted **two weeks prior to volunteering**. The school(s) that you are seeking volunteer clearance with will notify you of your volunteer status. Under no circumstances can you begin volunteering before you have been cleared.

Employees requesting to volunteer: email HR Receptionist to be added to the approved volunteer list. Include your name, position, and school requested to volunteer.

PLEASE PRINT:

Name: _____
FIRST NAME MIDDLE NAME LAST NAME

Maiden Name/Names previously used: _____

Date of Birth: _____ Gender: _____ Race: White Black Asian/Pacific Islander
 American Indian/Alaskan Native Unknown/Other

Address: _____ City, State, Zip: _____

Phone: _____ Email Address: _____

I want to volunteer at the following school/schools: _____

Student Name: _____ Teacher: _____

Date of Event /Trip (if ongoing, list beginning and end dates):

Please list all other children in the District and the schools that they attend.

Student Name	Building
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

YOU MUST ATTACH A PHOTO COPY OF YOUR DRIVER'S LICENSE OR STATE ID CARD.

I understand that as a volunteer for Warren Consolidated Schools, I will receive no remuneration whatsoever on behalf of the school district for my volunteered time. Furthermore, I am aware that I must follow all of the rules, regulations, and procedures of the District and that I may be required to view online videos pertaining to these rules and regulations.

Upon submission of form, RETURNING volunteers, please log into your Vector Solutions site and complete the following videos (see page 2 for instructions). NEW volunteers, please complete the remaining videos using the instructions on page 2.

- Concussion FERPA Bloodborne Pathogens

I understand that the above information is required by the Central Records division of the Michigan State Police, Lansing, Michigan. I authorize Warren Consolidated Schools to utilize the above information for the sole purpose of obtaining a conviction only criminal history file search.

Signature of Applicant

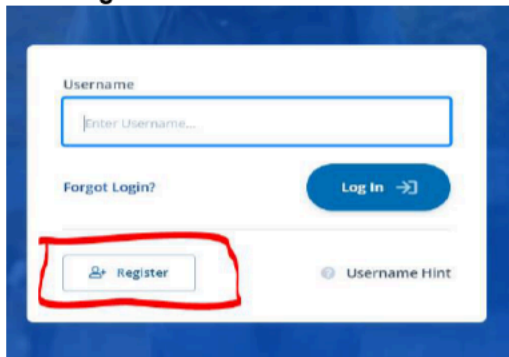
Date

Fiscal Volunteers for WCS need to complete three videos.

1. Concussions in Schools
2. FERPA
3. Bloodborne Pathogens

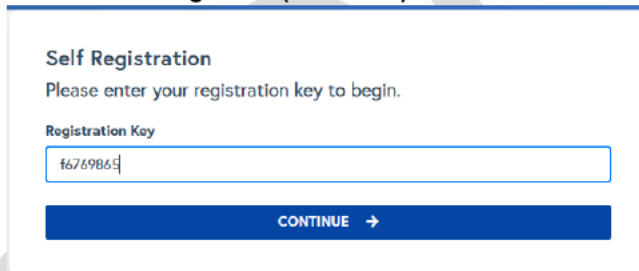
Please follow the instructions below to create a login for Vector Solutions. If you already have a Vector Solutions account DO NOT create a new username, please call the HR receptionist to verify your username and have your training plan assigned: 586-698-4566. Please give 24 hours for videos to be assigned to your account. Please note, a 1 day event application must be approved, this is not for parent volunteers.

1. Open a browser on your computer (Chrome, Firefox, etc.). Do not use a phone or ipad.
2. Go to <https://wcs-mi.safeschools.com/login>
3. Click on "Register"



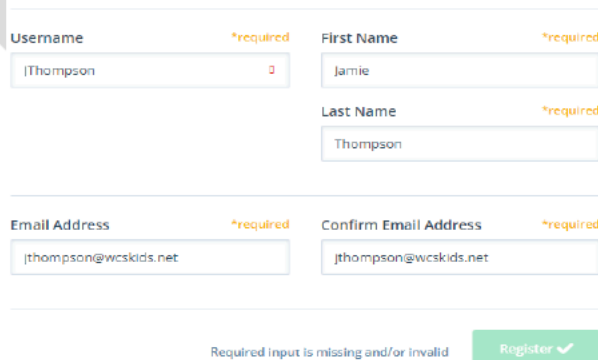
A screenshot of the login page for Vector Solutions. The page has a blue header and a white background. There is a text input field for "Username" with the placeholder "Enter Username...". Below it is a "Forgot Login?" link and a blue "Log In" button with a right arrow. At the bottom, there is a "Register" button with a person icon, which is highlighted with a red rectangle. To the right of the Register button is a "Username Hint" link.

4. Enter the following code (f6769865) and click Continue.



A screenshot of the "Self Registration" page. The title is "Self Registration" and the instruction is "Please enter your registration key to begin." Below this is a "Registration Key" label and a text input field containing the code "f6769865". At the bottom is a blue "CONTINUE" button with a right arrow.

5. Create and enter a User Name as well as your First and Last Name. Then click Register. **Sign Up**



A screenshot of the "Sign Up" page. It has two columns of form fields. The first column contains "Username" (with asterisk and "required" label) containing "jthompson", "Email Address" (with asterisk and "required" label) containing "jthompson@wcskids.net", and "Confirm Email Address" (with asterisk and "required" label) containing "jthompson@wcskids.net". The second column contains "First Name" (with asterisk and "required" label) containing "Jamie" and "Last Name" (with asterisk and "required" label) containing "Thompson". At the bottom, there is a message "Required input is missing and/or invalid" and a green "Register" button with a checkmark.

6. You will see a "Congratulations" message. Click on "Continue to Assignments."
7. After completion of the videos, your results will be displayed. If you have received a passing score, click on "Finish". If you do not receive a passing score, you must repeat the course.
8. Print your certificate for your records.

NOTE: Videos are required for overnight and off-site field trips ONLY.