

HIGHLAND PARK INDEPENDENT SCHOOL DISTRICT

Notice to Volunteers Regarding Criminal History Reports and Investigative Reports

Highland Park Independent School District ("HPIISD") has contracted with a reporting agency to obtain reports or investigative reports that may contain information about a prospective volunteer's employment history, educational background, and criminal history (if any). Your signature on the following page authorizes HPIISD to obtain such reports or investigative reports for its use in making decisions concerning your request to perform volunteer services for HPIISD or, if you are selected to become a volunteer or are a current volunteer for HPIISD, your suitability to continue performing volunteer services for HPIISD. The reporting agency will use various sources of information it deems appropriate including but not limited to: Department of Motor Vehicle records, criminal conviction records, current and former employers, and professional and personal references. Before HPIISD takes any adverse action based in whole or in part on any information contained in a report or investigative report, it will provide you with a copy of the report, along with information necessary to contact the reporting agency.

Should HPIISD procure any investigative report, you are entitled under federal law to request in writing to receive disclosure of the nature and scope of the investigation requested, along with a written summary of your rights.

To ensure that HPIISD obtains information pertaining to you and not to another person with the same or a similar name, please provide all of the information requested below. Any demographic information that you provide, such as date of birth, will **NOT** be used to determine eligibility to perform volunteer services for HPIISD or, if you are selected to become a volunteer or are a current volunteer for HPIISD, your suitability to continue performing volunteer services for HPIISD, but will be used solely for the purpose of obtaining criminal history record information. Please complete all of the requested information.

Legal Name: _____
Last First M.I.

Address: _____
Street City State Zip Code

Date of Birth: _____

List Any Other Names You Have Used: _____

List Campus(es) of Volunteer Work: _____

Type of Volunteer Work: _____

Volunteer Signature

Date

Volunteer Authorization and Consent

Reports and Investigative Reports and Release of Liability

I authorize Highland Park Independent School District ("HPIISD") to obtain any criminal background reports and investigative reports described in the Notice to Volunteers Regarding Reports and Investigative Reports ("Notice"). **In connection with and in consideration of HPIISD's review of my request to perform volunteer services for HPIISD and, if I am selected, for evaluation of my suitability to continue performing volunteer services, I release and hold harmless HPIISD, its employees, directors, agents, and any other individual or entity that requests or supplies information in connection with this authorization and instruction, from all liability for any injury or damage of any nature, including liability for any injury or damage resulting from gross negligence, that I may sustain as a result of the creation, acquisition, dissemination, or use of the reports or investigative reports described in the Notice.** I have read and understand the Notice, and I execute this authorization, consent, and release knowingly and voluntarily.

Volunteer Signature

Date