



**For School Use Only**

General description of assignment(s):

- Supervising students as needed by a teacher
- Supervising students during a regularly scheduled activity
- Assisting with academic programs
- Assisting at the resource center or main office
- Other \_\_\_\_\_

Name of supervising staff member \_\_\_\_\_

Child Sex Offender List checked by \_\_\_\_\_ on \_\_\_\_\_ (*mandatory*)

Statewide Sex Offender Database checked by \_\_\_\_\_ on \_\_\_\_\_ (*mandatory*)

**To be completed by the Building Principal:**

Will the individual be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a criminal history records check would be prudent?     Yes     No

If “yes,” and provided the individual authorized the criminal history records check, please provide the following:

Date that the check was requested \_\_\_\_\_

Date that the check was received and reviewed \_\_\_\_\_

Check reviewed by (*please print*) \_\_\_\_\_

\_\_\_\_\_  
Signature of reviewer

\_\_\_\_\_  
Date

Adopted: December 9, 2009