



Indiana State Police
Criminal History Information
Limited Criminal History
& Fee Exemption
317-233-5424
www.IN.gov/ISP

ID Billing Number Or Customer ID #

* This agency is requesting disclosure of your Social Security Number in accordance with IC 4-1-8-1; disclosure is voluntary and you will not be penalized for refusal.

PLEASE TYPE OR PRINT ALL INFORMATION.

RECORD CHECK ON:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Last Name

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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First Name

M.I

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Place of Birth

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Date of Birth MM / DD / YYYY

M = Male
F = Female

<input type="checkbox"/>

Sex

W = White B = Black
 U = Unknown M = Multi Racial
 I = American Indian Alaskan
 A = Asian / Pacific Islander

<input type="checkbox"/>

Race

REASON FOR SEARCH

Volunteer

Private Adoption, Employment,
Licensing (type), etc.

()

Daytime Telephone Number

Name **(where this response will be sent)**

Prairie Heights School Coporation

Mailing Address (number and street)

0305 S 1150 E

City, State, ZIP Code

Lagrange, IN 46761

ATTENTION: Corporation Secretary

Limited Criminal History Information – Reason for Request

The cost is \$7.00. Mark an "X" in one box below for this request.
 Certified check or money order must be enclosed if request is mailed.
Money orders will be accepted in person.

- (1) Has applied for employment with a non-criminal justice organization or individual;
- (2) Has applied for a license or is maintaining a license; and has provided criminal history data as required by law to be provided in connection with the license.
- (3) Employment with a state or local governmental entity.
- (4) Is a candidate for public office or a public official;
- (5) Is in the process of being apprehended by a law enforcement agency;
- (6) Is placed under arrest for the alleged commission of a crime;
- (7) Has charged that his rights have been abused repeatedly by criminal justice agencies;
- (8) Is the subject of judicial decision or determination with respect to the setting of bond, plea bargaining, sentencing, or probation;
- (9) Has volunteered services that involve contact with, care of, or supervision over a child who is being placed, matched, or monitored by a social services agency, or a nonprofit corporation;
- (10) Is employed by an entity that seeks to enter into a contract with a public school (as defined in IC 20-10.1-1-2) or a non-public school (as defined in IC 20-10.1-1-3), if the subject of the request is expected to have direct, ongoing contact with school children within the scope of the subject's employment;
- (11) Has volunteered services at a public school (as defined in IC 20-10.1-1-2) or non-public school (as defined in IC 20-10.1-1-3) that involve contact with, care of, or supervision over a student enrolled in the school; Student Teacher IC 5-2-5-5.
- (12) Is being investigated for welfare fraud by an investigator of the Division of Family Resources, or a county office of the Division of Family Resources;
- (13) Is being sought by the parent locator service of the Child Support Bureau of the Division of Family Resources;
- (14) Is or was required to register as a sex and violent offender under IC 5-2-12; or
- (15) Has been convicted of any of the following:
 - (A) Rape (IC 35-42-4-1), if the victim is less than eighteen (18) years of age.
 - (B) Criminal deviate conduct (IC 35-42-4-2), if the victim is less than eighteen (18) years of age.
 - (C) Child molesting (IC 35-42-4-3).
 - (D) Child exploitation (IC 35-42-4-4(b)).

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- (E) Possession of child pornography (IC 35-42-4-4(c)).
- (F) Vicarious sexual gratification (IC 35-42-4-5).
- (G) Child solicitation (IC 35-42-4-6).
- (H) Child seduction (IC 35-42-4-7).
- (I) Sexual misconduct with a minor as a *Class A or Class B* felony (IC 35-42-4-9).
- (J) Incest (IC 35-46-1-3), if the victim is less than eighteen (18) years of age.
- (K) Attempt under IC 35-41-5-1 to commit an offense listed in clauses (A) through (J).
- (L) Conspiracy under IC 35-41-5-2 to commit an offense listed in clauses (A) through (J).
- (M) An offense in any other jurisdiction in which the elements of the offense for which the conviction was entered are substantially similar to the elements of an offense described under clauses (A) through (J).

A Subject

- (16) is identified as a possible perpetrator of child abuse or neglect in an assessment conducted by the department of child services under IC 31-33-8; or
- (17) is:
- (A) a parent, guardian or custodian of a child; or
 - (B) an individual who is at least eighteen (18) years of age and resides in the home of the parent, guardian or custodian; with whom the department of child services or a county probation department has a case plan, dispositional decree, or permanency plan approved under IC 31-34 or IC 31-37 that provides for reunification following an out-of-home placement.

REASON FOR NO FEE REQUEST

Before checking any box below read the defined Indiana Code IC 10-13-3-36

- A. Has been in existence for ten (10) years and has a primary purpose of providing an individual relationship for a child with an adult volunteer, if the request is made as part of a background investigation of a prospective adult volunteer for the organizations; (i.e. Big Brothers & Big Sisters)
- B. Home Health Agency (Copy of license must accompany this request).
- C. Community mental retardation and other developmental disabilities centers, for purposes of IC 12-29. (Copy of CARF Certificate must be submitted with this request).
- D. Is a supervised group living facility licensed under IC 12-28-5.
- E. An area agency on aging designated under IC 12-10-1.
- F. Community action agency (as defined in IC 12-14-23-2).
- G. Owner operator of a hospice program licensed under IC 16-25-3.
- H. Community mental health center (as defined in IC-7-2-38).
- I. Department of Child Services (as defined in IC 1-13-3-27-5).
- J. Is a School Corporation, Special Education Cooperative, or Nonpublic School (as defined in IC 20-18-2-12).
- K. (1) The church or religious society is a religious organization exempt from federal income taxation under Section 501 of the Internal Revenue Code;
 (2) The request is made as part of a background investigation of a prospective or current adult volunteer; and
 (3) The employee or volunteer works in a nonprofit program or ministry of the church or religious society, including a child care ministry registered under IC 12-17.2-6.

WARNING PENALTY FOR MISUSE

A non-criminal justice organization or individual receiving a limited criminal history may not utilize it for purposes other than those stated in the request or which deny the subject any civil right to which the subject is entitled. IC 10-13-3-27: Any person who uses limited criminal history for any purpose not specified in the request commits a Class A misdemeanor offense.

I affirm, under penalty of perjury, that the Limited Criminal History Information requested will be used as specified.

PRINT Name of Requester

Signature of Requester

Date (month, day, year)

We accept certified checks and money orders in person only. "NO" personal checks.

All checks made payable to the **STATE OF INDIANA**.

Mail request to:

Indiana State Police, Criminal History Limited Check*

P.O. Box 6188

Indianapolis, Indiana 46206-6188

PRAIRIE HEIGHTS COMMUNITY SCHOOL CORPORATION

VOLUNTEER INFORMATION

Prairie Heights Community School Corporation is committed to providing a safe, healthy, and orderly environment for students and staff. The Board of Education and the administrative staff are duty-bound to do everything possible to ensure that all adults who volunteer in the schools are positive role models, and, based on their past experience, pose no threat to Prairie Heights staff or students. To this end, persons wishing to volunteer in Prairie Heights Schools are asked to complete, sign, and date the attached background information questionnaire and authorize a limited criminal history check (form attached).

Persons meeting one or more of the following qualifiers are asked to submit this background information:

1. Volunteers who plan to work in one or more schools on a regular or on-going basis;
2. Volunteers who work directly with students in a one-to-one or small group setting; or
3. Volunteers who work with students outside the direct physical presence of the Prairie Heights employee who is authorized to supervise the students.

The authorization for a limited criminal history check can be submitted to the building principal or directly to the Corporation Secretary at the Superintendent's office where the background check is processed online. **There is no charge for the limited criminal history check.**

Persons who successfully complete these requirements will be notified and may then volunteer within Prairie Heights Community School Corporation.

Name of Student(s): _____

Mark all that apply:

I plan to: visit for lunch attend field trips help in the classroom

Other(Please List Reason): _____

PRAIRIE HEIGHTS COMMUNITY SCHOOL CORPORATION
APPLICATION TO VOLUNTEER

Name: _____

Address, City, State, ZIP _____

Telephone _____ Date _____

The Prairie Heights Community School Corporation recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

Consistent with the school corporation's on-going efforts to provide a safe, healthy, and orderly learning environment, persons wishing to volunteer are asked to respond to the following questions. Your signature below acknowledges that your responses are complete and truthful, and that you agree to all noted conditions relative to your status as a volunteer in the Prairie Heights Community School Corporation.

____ Yes ____ No Do you agree to abide by all board of education policies, school corporation guidelines, and school rules while on duty as a volunteer?

____ Yes ____ No Do you formally release Prairie Heights Community School Corporation of any obligation should you become ill or receive an injury as a result of your volunteer services?

____ Yes ____ No Do you acknowledge that the school corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer nor is the volunteer eligible for workers' compensation?

____ Yes ____ No Do you authorize Prairie Heights Community School Corporation to submit an Indiana State Police limited background history check prior to volunteering? (form is attached)

Note: The corporation may choose to submit multiple background checks during the school year. This will ensure that the corporation can maintain a safe, healthy and orderly learning environment.

Signature _____

Date _____