

August 3, 2017

Dear Parents:

Thank you for your commitment to the Jefferson County Public School (JCPS) District. Our students benefit greatly from the support of volunteers who are committed to their success. As of July 1, 2012, the Kentucky Administrative Office of the Courts (AOC) charges \$10 for each volunteer criminal records check. The Jefferson County Board of Education pays this fee for district volunteers. In light of this AOC fee, the following changes in the volunteer records check process have been instituted:

- JCPS volunteers will no longer be required to have an annual background check. If it is brought to the attention of the district that a volunteer has pleaded guilty to or is convicted of drug or sexual offenses or any felony offense, he or she will be required to submit to a criminal records check and his or her volunteer status may be terminated.
- All JCPS parent and community members whose school volunteer records check was cleared prior to July 1, 2016, are required to submit a new background check.
- Volunteers who submitted a school volunteer records check after July 1, 2016, and were cleared will not need to re-submit a records check until July 1, 2021, unless there has been a qualifying incident similar to those listed above.
- The volunteer records check requirement does not apply to volunteers who provide assistance with single or sporadically scheduled school events and who are not responsible for supervising students at those events. For example, an individual who speaks to a class or organization on a one-time or sporadic basis and who does not supervise students would not be required to have a criminal records check.

If you have not completed a Volunteer Records Check Form and you plan to volunteer on a regularly scheduled and/or continuing basis or if you will have supervisory responsibility for students at a school site or on a school-sponsored trip, please complete the attached Volunteer Records Check Form and return it to your child's school, or you may enter your information directly into our secure system using this link (<https://apps.jefferson.kyschools.us/Volunteer/Default.aspx>).

Again, thank you for your support. Your service represents a truly valuable contribution to the JCPS District, our community, and the students we serve.