

Background Check for School Volunteers

Policies and Procedures

Triumphant Learning Center

Criminal & Sex Offender Registry Check on Volunteers/Parent Volunteers

The Hartford, our school insurer, is requiring a policy and procedure to be in place for checking on volunteer's criminal and sex offender status.

Policy: Triumphant Learning Center is a safe haven for students. Adults with a sex offender status or significant criminal background would not be allowed on campus, or in a classroom. They would not be allowed to drive or participate in school sanctioned activities due to their status.

The safety of our students and staff is paramount to creating a safe learning environment:

- Volunteers are be required to submit to a criminal and sex offender background check as based on State Law and/or Insurance Co. policy. The volunteer will be asked to pay 50% of the charges for this background check.
- Alternative to this screening, you may provide a copy of an Arizona Level 1 IVP fingerprint clearance card, law enforcement credentials, correctional officer credentials, or probation officer credentials.

Procedure:

1. Use the link provided to log in to Sterling Volunteers
<https://www.sterlingvolunteers.com/>
2. Set up an account
3. Complete the forms
4. Pay your portion
5. You will be notified of your clearance and ability to volunteer at the school.

If you go to the Sterling Volunteers website you will need a good deed code number. This number is **fhmgi5L**