



ROYAL OAK SCHOOLS
A COMMUNITY OF EXCELLENCE

Please provide a copy
of your driver's License
and return to the
main office.

Volunteer Request Form

(For volunteers who are in buildings on a regular and continuous basis and for any volunteers who chaperone students on off-site field trips and/or transport students in their personal vehicles) As a Volunteer of the Royal Oak Schools, I understand that it is the school district's policy to secure Criminal History information using the Internet Criminal History Access Tool (ICHAT) as part of the screening process using the information provided below. In addition to the Criminal History screening, Volunteer chaperones for *overnight* field trips must be fingerprinted. Fingerprint forms are available in the Human Resources Office (248-435-8400 X1210).

PLEASE PRINT CLEARLY
(All requested information must be completed)

Name: _____
Last (as shown on your license) First Middle Initial

Maiden/Previously Used Name: _____

Daytime Phone: _____ Other Phone: _____

Birthdate: _____ Race: _____ Sex: _____

Michigan Driver's License: _____ (State ID not accepted)

School Name: _____

Prospective Volunteer For: _____
(List teacher, activity, specific field trip and dates)

I understand that the above information is required for completion of the ICHAT by the Central Record Division of the Michigan State Police. I authorize Royal Oak Schools to utilize the above information for the sole purpose of obtaining a criminal history record compiled in accordance with Michigan Compiled Law 28.241-28.246 completing.

Signature: _____ Date: _____