



Grades K-8
3830 Rosemont Ave.
Lansing, MI 48910-4592
(517) 882-6631

www.ihmlansing.org

Dear IHM-St. Casimir Parents:

To be in compliance with Diocese of Lansing policy, all adults who drive on field trips **MUST** have a Background Check run before they can drive students.

If you anticipate that you might **EVER** drive on a field trip, please fill out the form on the back of this letter, and attach a copy of your driver's license (front and back) and return it to school with your other beginning of the year forms. This should allow us to have the process complete for any field trips you might want to attend.

If you have grandparents or other adults who might drive, please pick up a copy of this for them to fill out, also.

You will also need to fill out a Volunteer Driver form which indicates sufficient insurance coverage to maintain compliance with the Diocese.

Thank you for all you do in supporting IHM-St. Casimir School by your gift of time and participation and compliance. We would not be as awesome without our wonderful parent support!

Immaculate Heart of Mary-St. Casimir Catholic School challenges students to discover God's gifts spiritually, intellectually, socially and physically within a community that nurtures, honors and respects the unique person.



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Employee and Volunteer Criminal Background Check Disclosure and Authorization Form

Hiring Entity Name/Address: _____ School Church

As a church we value the safety of children in our care, our employees and volunteers and the people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, the diocese mandates that criminal history background checks be conducted for all school/church personnel and volunteers, who may have unsupervised contact with a child, the elderly or persons with disabilities. Please complete this form of basic information about you, which assures the best possible program and safety for all and return this form to the designated administrator for criminal background checks at your Parish/School/Central Services.

| | | | | |
|--|-------|----------------------|---|--|
| Name (First, Middle, Last) | | Contact Phone Number | *Date of Birth | |
| Known by any other name(s) (Maiden Name/Previous Names or Aliases Used) | | | Social Security # | |
| Address | City | State | Zip | |
| Number of years living in Michigan | | Home Phone | | |
| Position/Title for which you are seeking/volunteering (ex: Teacher, Janitor, Volunteer Coach, Music Minister, Chaperone, Lunch Room Helper, etc.): | | | | |
| Driver's license #: | State | *Race: | *Sex Male <input type="checkbox"/> Female <input type="checkbox"/> | |

Disclosure/Authorization:

The Diocese of Lansing hereby discloses and I understand that consumer reports and/or investigative consumer reports on my background may be made, to assess me in connection with hire or volunteer assignment, promotion or reassignment or retention. These reports may be obtained before initial hire or volunteer assignment or during my employment or volunteer assignment and may consist of a criminal history background check, driving record, education verification, employment verification, credit check, and/or personal references using the services of the Diocese of Lansing/Department of Human Resources and/or a designated outside firm. The information received, including this form, will be kept confidential and will be used only to determine my suitability to work at the Diocese of Lansing, a diocesan school, parish, or agency, or volunteer for the above noted entity.

I authorize the Diocese of Lansing or a designated consumer reporting agency to obtain the information and authorize without reservation, any party contacted to furnish any or all of the above-mentioned information. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes conducting the necessary investigation.

In addition, I agree to abide by the policies, procedures and code of conduct that currently exist or may be amended in the future.

I acknowledge I have been provided with a document entitled "Summary of Your Rights under the Fair Credit Reporting Act" prior to signing this Disclosure and Authorization form.

Signature

Date

*NOTE: Date of birth, sex, and race are being requested only for purposes of identification in obtaining accurate retrieval of records.

Please attach a copy of your drivers license (front + back).