



## **Volunteer Packet**

Thank you for wanting to become an OTA Volunteer. We truly appreciate your effort and time that you dedicate to our school. Please keep in mind that in order to volunteer, you must complete the following:

- 1. Student Privacy and Volunteer Confidentiality Form**
- 2. No Longer Interested Notification**
- 3. Live Scan Form**
- 4. Registered Volunteer Fingerprint Criminal Background Check Authorization**
- 5. Completed TB test (every 3 years)**

All of these forms plus the TB test must be completed and turned into the office before you can work or supervise students in **any** capacity. If you'd like to participate in the classroom, volunteering must be coordinated through your child's teacher. If you plan to volunteer as a driver for a field trip, you must also complete a "Driver's Application".

Thank you!

Old Town Academy



## REGISTERED VOLUNTEER FINGERPRINT CRIMINAL BACKGROUND CHECK AUTHORIZATION FORM NOTIFICATION AND RELEASE

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SEX

- MALE
- FEMALE

OTHER NAMES PREVIOUSLY USED

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE AND ZIP CODE: \_\_\_\_\_

DRIVER'S LICENSE/ID CARD NO: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

Have you EVER been convicted of a sex-related crime?

- YES-If yes, please explain
  
- NO

Have you EVER been convicted of a crime involving violence or threat of violence?

- YES- If yes, please explain
  
- NO

Have you EVER been convicted of a crime involving drugs or alcoholic beverages?

- YES- If yes, please explain
- NO

Have you been arrested within the last three years for a crime for which there has not yet been an acquittal or dismissal?

- YES- If yes, please explain
- NO

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**\*Please complete this form, which we must forward to the Department of Justice, when you are no longer a volunteer. Thank you.**

***NO LONGER INTERESTED NOTIFICATION***

*Pursuant to Penal Code Section 11105.2 any agency which has submitted fingerprints of applicants for licensing, employment or certification for the purpose of establishing a records to receive subsequent arrest service must immediately notify the Department of Justice when the employment of the applicant is terminated, or when the applicant's license or certificate is revoked or may not be renewed or reinstated. Organizations employing the services of volunteers who have contracted for subsequent arrest service must notify the Department of Justice when the services of a volunteer have been terminated.*

Please complete the following information:

The following agency is no longer interested in receiving criminal history information pertaining to the individual listed below.

**Agency Name and Address:**

Old Town Academy  
2120 San Diego Ave  
San Diego, CA 92110

Today's Date: \_\_\_\_\_

Type of Application: \_\_\_\_\_ Date of Application: \_\_\_\_\_

CII or SID#: \_\_\_\_\_

**Applicant Information:**

Last Name, First, Middle: \_\_\_\_\_ Other Names Used: \_\_\_\_\_

Sex: \_\_\_\_ Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Mail or Fax this notification to:

California Department of Justice- Bureau of Criminal Identification and Information  
PO BOX 903417  
Sacramento, CA 94203-4170  
Fax 916- 227-2000



## **Student Privacy and Volunteer Confidentiality**

Students enrolled in Old Town Academy have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. Congress has addressed the privacy related concerns of educators, parents, and students by enacting the *Family Educational Rights and Privacy Act* (More commonly referred to as “FERPA”). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including Old Town Academy, which disseminates a student’s educational records without his or her parent/guardian consent.

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees, as designated by the principal. Even when discussing a student with those who are directly involved in a student’s education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student’s educational growth, safety, or well-being.
- You may not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, or nurses/physicians(a grave medical emergency, in which confidential information may be necessary for a student’s care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student’s teacher or principal.
- Parents/guardians, friends or community members may in good faith ask you questions about a student’s problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student’s family.
- ***Before you speak, always remember that violating a student’s confidentiality isn’t just impolite, it is against the law!***

### ***Agreement***

***I, \_\_\_\_\_(Print name), as a volunteer for Old Town Academy agree never to disclose information about a student’s record to anyone other than an authorized school department employee. I will refer all requests for such information from those not directly involved in the student’s education to authorized school department employees.***

***Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_