
For School Use Only

General description of assignment(s):

- Supervising students as needed by a teacher
- Supervising students during a regularly scheduled activity
- Assisting with academic programs
- Assisting at the resource center or main office
- Other _____

Name of supervising staff member: _____

“Sex offender list” checked by _____ on _____ (*mandatory*).

Is a criminal background check necessary (the individual will be working over a long period of time in

direct contact with students where no staff member is continuously present or in other situations where

a check would be prudent)? *(to be answered by Building Principal)*

If “yes,” and provided the individual authorized the check,

- The date on which the check was requested? _____
- The date on which it was received and reviewed? _____

Reviewed by: _____
Signature *Date*