

## **Q&A for the New Volunteer Background Check Process**

### **Approved at BOE 9/27/10**

**\*May a potential volunteer use a previous employment check done by their current employer instead of the T.O.P.S. Background Check.**

*No, in order to be entered into the T.O.P.S. Background Check system a potential volunteer must complete the T.O.P.S. Background Check.*

**\*May I get my fingerprints taken at the Sheriff's Dept. and use those as my background check?**

*No, in order to be entered into the T.O.P.S. Background Check system a potential volunteer must complete the T.O.P.S. Background Check.*

**\*Do I have to have approval to go on field trips even if not working in classroom?**

*Yes, anyone working with or around any Marietta City School student or students needs to have completed the T.O.P.S. Background Check.*

**\*But I only work with sporting events, for example, crew meets or at the concession or ticket taker booth. Do I have to have a T.O.P.S. Background Check?**

*Yes, anyone working with or around any student(s) of Marietta City Schools needs to have completed the T.O.P.S. Background Check.*

**\*Do I have to wear my badge at all times?**

*Yes, your picture ID needs to be worn during your participation in the school district sanctioned activities.*

**\*What if I forget my picture ID?**

*The building administrator will provide you with temporary ID for that day.*

**\*What if I can't afford the \$15.00 fee?**

*Contact your building principal to see if there is money allocated in the hardship fund. This is an area that will need further discussion.*

**\*What information will building principals have access to?**

*Principals will only the names that have been approved by T.O.P.S. Background Check. Only principals will be able to access the system. No secretarial staff shall have access. - All other information about volunteers will be kept in the T.O.P.S. Background Check security system.*

**\*What does the background check cover?**

*The T.O.P.S. Background Check covers only the last 7 years of felony or violent misdemeanors.*

**\*On the application, what does the "Fair Credit Reporting Act" refer to?**

*It gives T.O.P.S. Background Check permission to check into criminal history for employment NOT credit.*