

## Frequently Asked Questions (FAQs) about Background Checks for Mentors/Parent Volunteers/Student Teachers/Program Partners

Please use the table below to determine what forms need to be completed and submitted to Talent Management (HR) for background checks.

Mentors	Volunteers
<p>“Mentor” refers to an advisor for students who:</p> <ul style="list-style-type: none"> <li>• Assists students with internships</li> <li>• Mentors may assist students on school grounds or off site</li> <li>• Family members cannot be approved mentors</li> </ul>	<p>“Volunteer” refers to individuals who:</p> <ul style="list-style-type: none"> <li>• Are interested in offering their time to help support a school(s), athletics and/or tutoring</li> <li>• May be a parent or community member</li> </ul>
<p>Required Actions:</p> <ul style="list-style-type: none"> <li>• Complete and submit Mentor Profile Application along with copy of valid state issued ID</li> <li>• Background check will be processed by Talent Management and will notify school of results</li> <li>• No Mapleton Badges will be issued to approved mentors</li> </ul>	<p>Required Actions:</p> <ul style="list-style-type: none"> <li>• Complete and submit Volunteer Application along with a copy of valid state issued ID</li> <li>• Background check will be processed by Talent Management and will notify school of results</li> <li>• Approved volunteers must check in at school office and wear visitor badge while volunteering at school</li> </ul>
Student Teachers/Interns/Admin Interns	Program Partners
<p>“Student Teachers/Interns/Admin Interns” refers to individuals who:</p> <ul style="list-style-type: none"> <li>• Are current candidates that are completing their required residency or fieldwork to obtain licensure</li> <li>• Are observing and/or managing classrooms</li> <li>• Are a part of a university program or Boettcher Partnership with Mapleton Public Schools</li> </ul>	<p>“Program Partners” refers to a partnership with vendors who:</p> <ul style="list-style-type: none"> <li>• Are providing educational services to students within the district</li> </ul>
<p>Required Actions:</p> <ul style="list-style-type: none"> <li>• Placements of Student Teachers/ Interns must be determined and approved by Talent Management</li> <li>• Approved student teachers/interns will work with the building coordinator to ensure proper background checks have been completed</li> <li>• Mapleton Badges will be issued to approved student teachers/interns through Talent Management</li> </ul>	<p>Required Actions:</p> <ul style="list-style-type: none"> <li>• Program partners are determined at school administration level and if required, MOUs will be completed, if needed</li> <li>• Any Program Partner teacher that is providing instruction to students must complete and submit the Volunteer Application along with a copy of a valid state issued ID</li> <li>• Background check will be processed by Talent Management and will notify school of results</li> <li>• Approved Program Partner Teachers must check in at school office and wear visitor badge while working at school</li> </ul>

## Frequently Asked Questions (FAQs):

**1. Who do we perform background checks on?**

Mapleton Public Schools conducts background checks on all employees and community members that are working, mentoring, or volunteering in any of our schools or with any students to ensure safety for all our staff and students.

**2. What is required to complete a background check?**

A completed volunteer application and valid state or government-issued ID are required. Volunteer background check forms can be found at <https://www.mapleton.us/Page/1737>. A copy of the volunteer's ID must accompany the application. An individual application must be completed per volunteer and all applications must be signed (Typed is acceptable). Please make sure the individual's Full Name, Date of Birth, and ID Expiration Date are readable in the scanned copy of the ID. If it is not legible, we will request another copy.

**3. How do you submit the paperwork for a background check?**

To submit a volunteer application for approval, you will need to log into your Frontline Central account, go to My Forms - Forms I can Start. Once on this page, scroll to and select Volunteer Application – APPROVED SCHOOL OFFICIAL ONLY. (Only school office personnel should complete). Click on Start this form and upload the required documents. Once completed you will need to click on **Submit Form** for processing.

**4. What type of background checks are completed?**

We perform a criminal background check on every individual, as well as checking their name against the National Sex Offender Registry.

**5. How often are background checks required?**

Background checks must be completed once a school year.

**6. How will I know the background check has been completed?**

You will receive a notification through your email from Frontline Central. You will need to log back in for the results.

**7. Where are completed forms stored?**

Completed forms and the results from each check are stored and retained by Talent Management.

**8. What if the volunteer has already been background checked by their place of employment or school?**

To ensure all procedures are followed and that the background check results are current, we will need the volunteer to complete the normal process for our district.

**9. Are all decisions final or can they be appealed?**

All decisions have been reviewed by the Director of Talent Management. Details of the background checks will not be released to schools or school personnel. If the applicant has additional questions regarding their background check, they may contact Talent Management directly.

**10. What is the difference between a visitor and a volunteer?**

Volunteers ([Board Policy: School Volunteers](#)) are supervising kids other than their own. (ex. weekly reading to individual kids, helping in the classroom, field trips with group of students.) Visitors ([Board Policy: Visitors](#)) are attending an event. (ex. open house, concerts, occasional visits, classroom celebrations, etc.). Visitors are not required to complete a volunteer application.