

# VOLUNTEER BACKGROUND CHECK

## Volunteer Instructions

The Volunteer Background Check Request form is now in an electronic format.

Volunteers must now fill out their request on-line at:

<https://webapps.fcps.net/volunteer/>

The form can also be accessed from the web site by going to “Parents and Students” then to “Volunteer Application”.

**Parents & Students** | **Fast Facts**

Teachers & Staff	School calendars
News	Bus route info
Job Vacancies	Enrollment & attendance (DPP)
Press Releases	Student Support Services
Stu's News	Academic programs
Forms	Web activities for students
Staff Info	Data, Research, & Evaluation
Comprehensive Plan	Parent Resource Center
CATS information	Classroom web pages
Bus & street info	Bullying Resources
2020 Vision Report	Assessment

**Information**

**Sign me up!**

**Latest news**

the [Leacher Spotlight](#) this month.

Watch this space for important district announcements, school closings, etc.

[NEW! Dunbar senior among Presidential Scholars](#)

[More than 1,300 to compete in Superintendent's Cup](#)

[Lexmark rewards 10 outstanding seniors](#)

[Tubby's Clubhouse turns out 84 more computer-savvy kids](#)

[Calendar art contest rewards creativity](#)

[Three schools to celebrate history, mark closings](#)

[Morton math teacher wins Rotar award](#)

[Six students earn National Merit scholarships](#)

[PLD tops at Derby festival](#)

[Five students win at state history contest](#)

[Henry Clay's academic team faces well](#)

**off the couch:** Forget that old saying about physical education teachers and officials that want to encourage kids to stay physically fit. [VERB Summer Scorecard](#) – is the ticket to 5-year-olds.

**ect on the road:** Alex Walker, of Athens school, probably could teach you a thing or [ing graffiti](#) from cave walls.

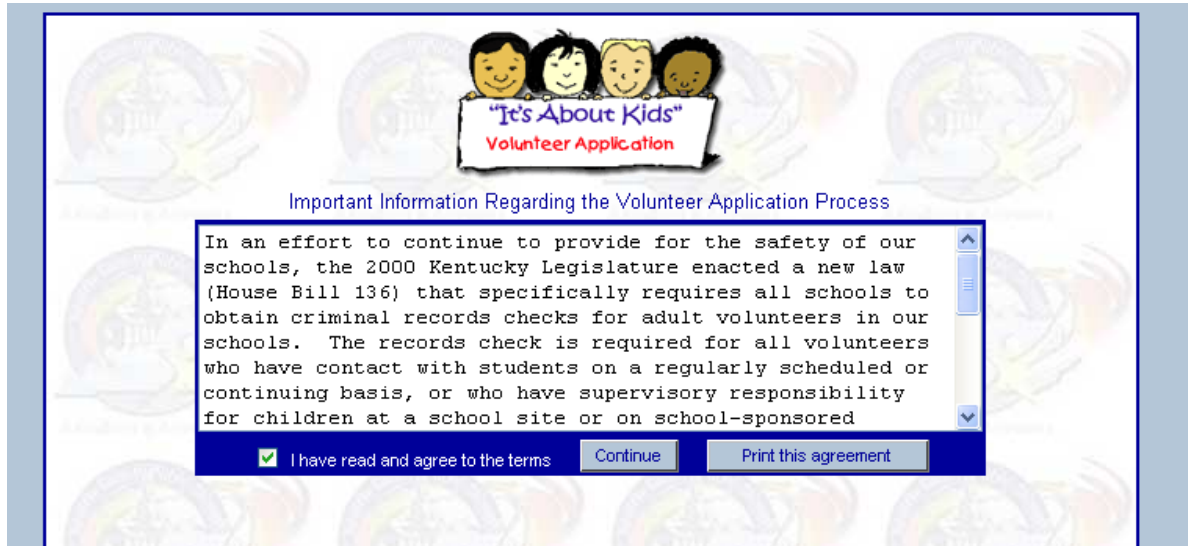
**istory:** “We have turned this Antoinette Crawford-Willis fourth graders assembled in the pool gymnasium.

**ope a leader:** A group of fourth and fifth graders led an eight-week pilot project called [LeaderKid Academy](#), proving that leaders do come in all sizes.

**Country comes to town at Ashland:** Daisy got a lot of

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The following page will be displayed when the Volunteer connects to the site. The Volunteer must place a check mark in the “I have read and agree to the terms” box in order to continue with the form. The volunteer can print out the agreement if they desire.



**"It's About Kids"**  
Volunteer Application

Important Information Regarding the Volunteer Application Process

In an effort to continue to provide for the safety of our schools, the 2000 Kentucky Legislature enacted a new law (House Bill 136) that specifically requires all schools to obtain criminal records checks for adult volunteers in our schools. The records check is required for all volunteers who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored

I have read and agree to the terms    [Continue](#)    [Print this agreement](#)

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[Print This Page](#)    [Back](#)

# VOLUNTEER BACKGROUND CHECK

The Volunteer begins by inputting their social security number and date of birth and then clicking "Submit".



It's About Kids  
Volunteer Application

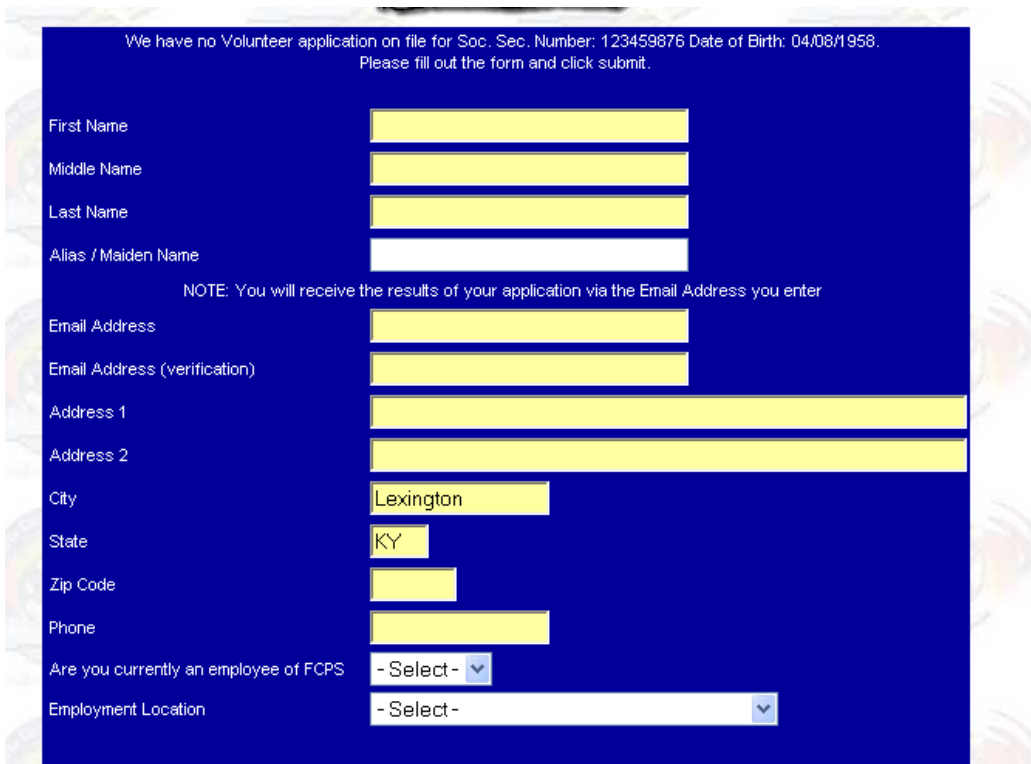
Enter your Social Security Number and Date of Birth

Soc. Sec. # 123456789

DOB (mm/dd/yyyy) 04/08/1958

Back Submit

A blank form will come up to be completed. If the Volunteer has submitted a Background Check Request form within the last 5 years the program will check for a record. If there is already a record in the database the Volunteer can update their name, address, e-mail address, telephone information and the School Locations for which they would like to volunteer.



We have no Volunteer application on file for Soc. Sec. Number: 123459876 Date of Birth: 04/08/1958.  
Please fill out the form and click submit.

First Name

Middle Name

Last Name

Alias / Maiden Name

NOTE: You will receive the results of your application via the Email Address you enter

Email Address

Email Address (verification)

Address 1

Address 2

City Lexington

State KY

Zip Code

Phone

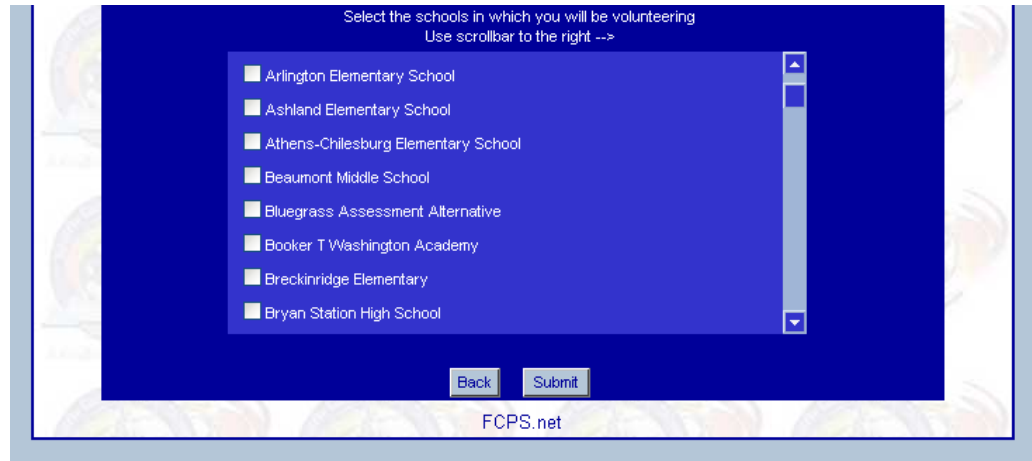
Are you currently an employee of FCPS - Select -

Employment Location - Select -

## VOLUNTEER BACKGROUND CHECK

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The Volunteer can select as many locations as they would like by placing a check mark in box next to the location name. Once they have made their selections they click “Submit”.



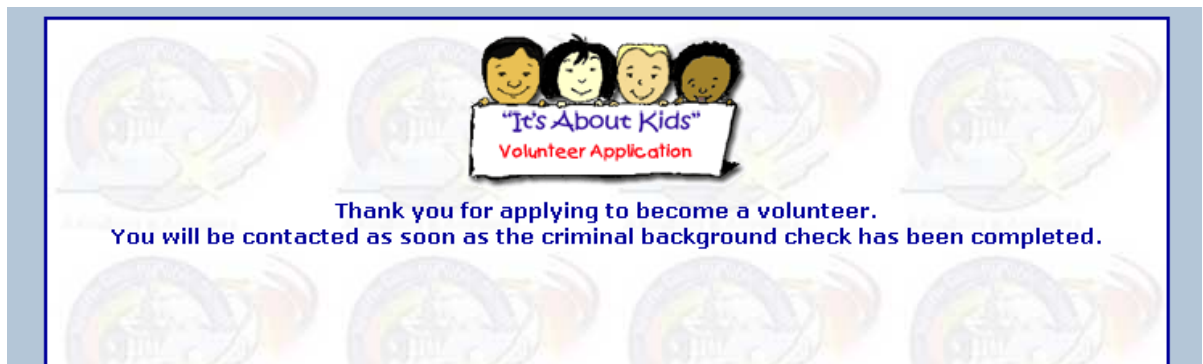
Select the schools in which you will be volunteering  
Use scrollbar to the right -->

- Arlington Elementary School
- Ashland Elementary School
- Athens-Chilesburg Elementary School
- Beaumont Middle School
- Bluegrass Assessment Alternative
- Booker T Washington Academy
- Breckinridge Elementary
- Bryan Station High School

Back Submit

FCPS.net

The Volunteer will receive a “Thank You” notice and their request will be electronically submitted for processing.

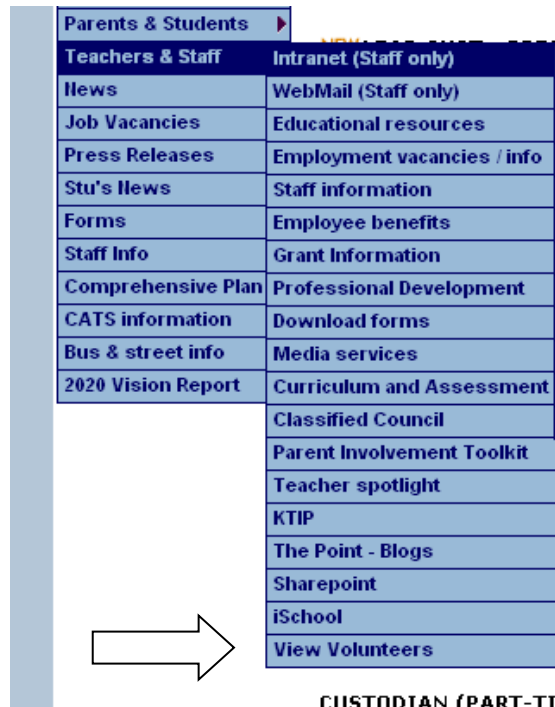


# VOLUNTEER BACKGROUND CHECK

## School Instructions

The School access to the Electronic Volunteer database can be accessed by going to: <https://webapps.fcps.net/volunteer/schools/>

Or through the web site by going to “Teachers and Staff”, then “View Volunteers”.



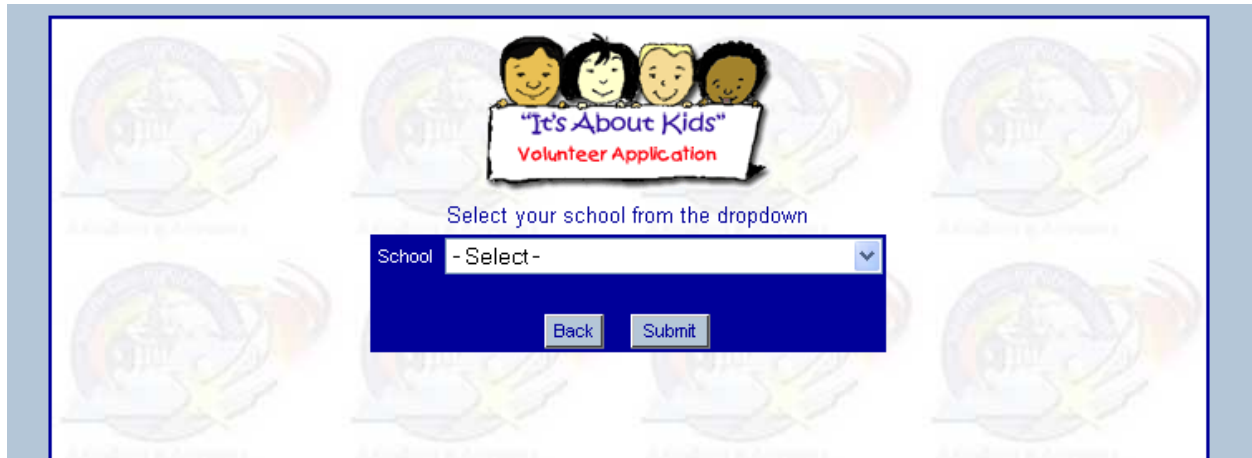
The School can look up a specific approved volunteer or they can create a list of all approved volunteers for their location.

To look up a specific volunteer, click “View Volunteers”



## VOLUNTEER BACKGROUND CHECK

Select the location from the drop down menu and click “Submit”.



The screenshot shows the 'It's About Kids' Volunteer Application interface. At the top, there is a logo with four children's faces and the text 'It's About Kids' Volunteer Application. Below the logo, the instruction 'Select your school from the dropdown' is displayed. A dropdown menu is open, showing 'School - Select -' with a downward arrow. Below the dropdown are two buttons: 'Back' and 'Submit'.

Enter the Volunteers' first and/or last name, or just the first few letters of the first and/or last name, and click “Submit”.



The screenshot shows the 'It's About Kids' Volunteer Application interface. At the top, there is a logo with four children's faces and the text 'It's About Kids' Volunteer Application. Below the logo, the text 'ABLE' is displayed. Underneath, the instruction 'Search for a volunteer' is shown, followed by 'Enter part or all of the name (leave blank for all)'. There are two input fields: 'First Name' and 'Last Name'. The 'Last Name' field contains the text 'TESTCASE'. Below the input fields are two buttons: 'Back' and 'Submit'.

The Volunteers' information can be pulled up by clicking on their name.



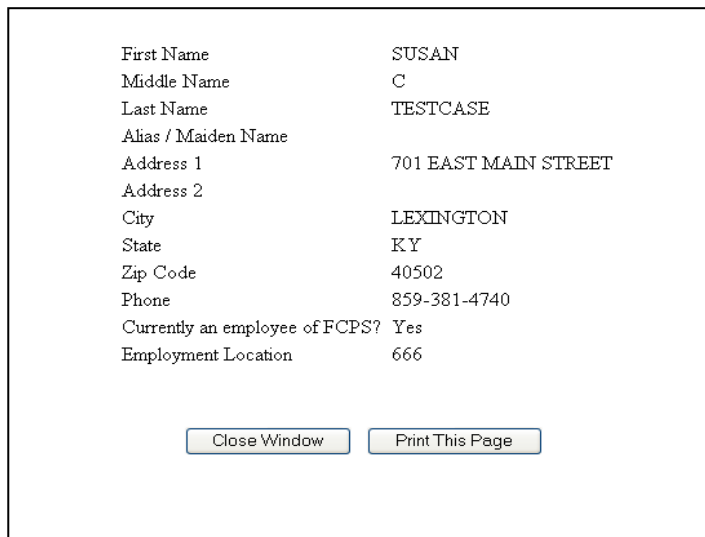
The screenshot shows the 'It's About Kids' Volunteer Application interface. At the top, there is a logo with four children's faces and the text 'It's About Kids' Volunteer Application. Below the logo, the text 'ABLE' is displayed. Underneath, the instruction 'Select a Volunteer to view by clicking the name' is shown. Below this, the name and address 'TESTCASE, SUSAN C 701 EAST MAIN STREET' are displayed. Below the name and address is a 'Back' button.

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The information can be printed out by clicking on the “Printer Friendly Version” button.



Example of Printer Friendly Version:



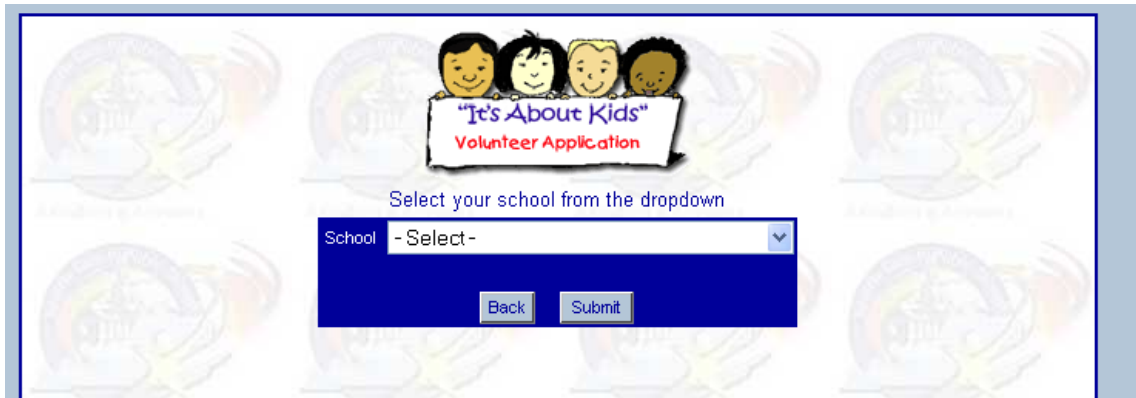
To create a listing of the Volunteers approved for a particular location, click on the “Create Excel of Volunteers” button.



## VOLUNTEER BACKGROUND CHECK

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Select the location from the drop down list and click “Submit”.



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You can search for a specific Volunteer by inputting a name. If you want a complete listing of approved Volunteers for your location, leave the name fields blank and click “Submit”.



The screenshot shows the 'It's About Kids' Volunteer Application interface for searching. At the top, there is a logo with four children's faces and the text 'It's About Kids' Volunteer Application. Below the logo, the text 'ABLE' is displayed. The instruction 'Search for volunteer(s) to create Excel Spreadsheet' is shown, followed by 'Enter part or all of the name (leave blank for all)'. There are two input fields: 'First Name' and 'Last Name', both of which are currently blank. Below the input fields are two buttons: 'Back' and 'Submit'.



# VOLUNTEER BACKGROUND CHECK

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Click where it says “CLICK HERE for records spreadsheet” to open your spreadsheet.



Example of Spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Middle Name	Last Name	Alias	Phone	Address 1	Address 2	City	State	Zip	DOB	
2	SUSAN	C	TESTCASE		859-381-4740	701 EAST MAIN STREET		LEXINGTON	KY	40502	6/12/1950	
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												