

# Criminal Information Records Check Permission Form

Kenosha Unified School District  
Office of Human Resources  
3600 52nd Street  
Kenosha, WI 53144

Phone: (262) 359-6333  
Fax: (262) 359-6116  
Email: [personnel@kUSD.edu](mailto:personnel@kUSD.edu)  
Website: [www.kUSD.edu](http://www.kUSD.edu)

I, the undersigned, agree to permit the Kenosha Unified School District to perform a Criminal Information Records Check. I understand that my appointment to a position, my ability to participate as a District volunteer/chaperone, and/or my agreement to perform services as an Independent Contractor in the District will depend upon the results of the Criminal Information Records Check, in accordance with the Kenosha Unified School District Board Policy and the Office of Human Resources. I also understand that the District will not be responsible for any loss or damage to my personal property.

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by the District. I understand that I have rights under the Fair Credit Reporting Act and that the Summary of Rights can be found at [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

Last Name		First Name		Middle Name	
Aliases / Maiden Name / Other Names Used (if applicable)				Date of Birth	
Email				Social Security Number	
Current Mailing Address		City		State	Zip Code
Name of Student Whose Class You Will Be Volunteering / Chaperoning In (if applicable)				Location / School	
Signature				Today's Date	

**The Kenosha Unified School Districts' Board of Education Policy 4332 reads in part:**

"A criminal background check shall be conducted for all persons recommended for employment as administrators, teachers, other certified employees, substitute teachers, and all other non-certified employees, including but not limited to substitutes, service employees, educational assistants, secretarial/clerical staff, educational interpreters, carpenters/painters, part-time/temporary, miscellaneous, advisors and coaching assignments.

Likewise, a criminal background check shall be conducted on any persons who have District approved access to children in supervised or unsupervised settings before they will be allowed to come into contact with students. This includes, but is not limited to, chaperones, volunteers, tutors, mentors and independent contractors. A background check may be conducted on board- or administration-appointed standing committee or ad-hoc committee members who may come into contact with students in supervised or unsupervised settings."

*The Kenosha Unified School District is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity or employment in the District. The Superintendent of Schools/designee (262) 359-6320 addresses questions regarding student discrimination and the Director of Human Resources (262) 359-6333 addresses questions regarding staff discrimination.*

**HUMAN RESOURCES USE ONLY**

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		Human Resources Signature	Date
Notes			