



# NEED A BACKGROUND CHECK?

CREEKSIDE ELEMENTARY

## WHO?

**Any volunteer working with our students, who will not be under the *direct supervision and direct line of sight* of the classroom teacher will now require a background check. Such volunteering examples include: Field trips, musicals, plays, reading out in the hall, coaching.**

## WHERE?

**District background checks must be applied for at the Human Resources office in the School District building.**

45 East State Street, Farmington.

Located on the first floor of the building.

## WHAT?

**Bring your driver's license and your social security number (you do not need your actual social security card, just the number).**

**\$40 may be paid by cash, check, or credit card. If you pay with credit card, there is an additional \$1.50 processing fee. If you have financial circumstances that make it difficult to pay for the background check, contact your local school's administrators. They may be able to help!**

## WHEN?

**Office Hours are Monday-Friday 8:00 am-4:30 pm.  
(You need to be there by 4:00 to begin an application).**

## HOW?

**Applying for a background check takes 15 minutes: you fill out a form and are electronically fingerprinted (no ink). There may be long lines, so please plan accordingly.**

**It takes 3-5 business days for the background check to be completed.**

**You will be given a verification slip to take back to your child's elementary school.**

**Background checks completed by other organizations or employers cannot be used by the school district. (Unless it was done through another K-12 school district or charter school).**

## WHY?

**This new policy is due to a recent change in Utah state law. The district and schools are now required to take extra safety precautions to prevent liability issues. Unfortunately, due to the new law, we do not have a "Grandfather clause" for the new policy.**



For additional questions, you may contact 801-402-5122, option #5. Or call 801-402-5722.

Your school's principal can also help, 801-402-3650.

We appreciate your help & support to maintain the highest level of safety and security for our students.