



# Mason City Schools Background Check Authorization for Volunteers

**This form applies to anyone:**

- 1) *Accompanying a school group on a fieldtrip.*
- 2) *Working with students in an environment out of sight and sound of a district employee.*

In order to serve as a volunteer in one of the above capacities, you must agree to release information to the district for the purpose of a criminal background check.

Please complete the form below and return to your child’s teacher at least two weeks prior to the event.

The teacher will forward your authorization form to Human Resources, where the background check will be conducted.

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### Authorization for Background Check

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Bldg: \_\_\_\_\_

Date of Trip: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Activity: \_\_\_\_\_

**\*\* PLEASE RETURN TO YOUR CHILD’S TEACHER AT LEAST 2 WEEKS PRIOR TO THE EVENT \*\***

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**Please send \$16.00 cash or check made payable to Mason City Schools.**

#### **Office Use Only**

Background check complete: \_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_