



The process for processing volunteers/chaperones follows two steps.

Parent Step:

1. Parent volunteer completes the "Volunteer Background Check" form located on the district website under the "For Parents" tab: http://www.lakeshoreschools.org/for_parents. If the form is accessed using their phone, they can take a picture of their ID to attach. They can also save a picture of their ID and upload it using a computer. Paper forms are no longer being accepted.
2. Once the new electronic form is complete, it is archived in our system. Parents do not need to fill one out again in future years.
3. The form is sent to Employee Services.

Teacher/Staff Step:

1. At least one week prior to a field trip or event where chaperones will be present, go to the "Employee Services" page on the district website and click on "Event Form (Background Checks)".
2. Complete the form listing parent volunteers/chaperones.
3. Employee Services reviews your list, accesses the forms previously submitted by volunteers, and runs the background checks.
4. The Department of Employee Services will contact the building principal ONLY if an individual is not cleared to work with our students. If you do not hear from Employee Services, the volunteer check has been completed and approved.

As forms are received and processed, notations will be made in Power School under "Student Contacts" if there is information the principal needs to follow up on.

Karen Szep will be processing all volunteer forms this year. If you have any questions, please feel free to contact her at kszep@lsps.org or 586-285-8884.