

## Volunteer Background Check

Please note that all adults who wish to volunteer around OCS students or attend field trips are required to submit documents for background checks.

**Expectation:** Any adult (parent, grandparent, relative, friend, guardian etc.) that wishes to attend school field trips, attend classroom parties or volunteer to work in a classroom where students are present must pass an ICHAT and Central Registry background check.

The school office will maintain a master list and documentation of all approved and valid volunteer background checks.

### **VALID Background Checks:**

ICHAT and Central Registry checks are valid for 2 years (the current school year and the following school year) from the date they were processed.

**Volunteer Disqualifying Offenses:** (Established by Michigan Department of Human Services: Effective 1/2/2014)

A volunteer will be disqualified to participate with OCS student activities for the following reasons:

- A listed offense of the Sex Offenders Registration Act of 1994
- Child abuse or child neglect
- A felony involving harm or threatened harm to an individual within the past 10 years
- Named in a central registry case as a perpetrator of child abuse or child neglect

**Please LINK to the ICHAT forms found below that you need to complete along with a photocopy of your Driver's License. These may be faxed to 248-373-9255, or turned in at the main lobby kiosk.**

[ELEMENTARY PARENTS: LINK TO ICHAT CLEARANCE FORMS HERE](#)

[SECONDARY PARENTS: LINK TO ICHAT CLEARANCE FORMS HERE](#)