

Portage Public Schools

THE FUTURE LEARNS HERE

HUMAN RESOURCES

8107 S. Westnedge Avenue
Portage, Michigan 49002

Phone: 269-323-5183
Fax: 269-323-5158

Michigan Department of State Police
CENTRAL RECORDS DIVISION
7150 Harris Drive
Lansing MI 48913

As a prospective **employee/volunteer** of PORTAGE PUBLIC SCHOOLS I understand that it is this agency's policy to secure conviction criminal history information as part of their screening process using the information provided below.

PLEASE PRINT

LAST NAME FIRST NAME MIDDLE INITIAL

RACE: _____ SEX: _____ BIRTHDATE: _____

REQUIRED

OTHER LAST NAME OTHER FIRST NAME OTHER MIDDLE INITIAL

OTHER LAST NAME OTHER FIRST NAME OTHER MIDDLE INITIAL

SCHOOL(S)/BUILDING: _____

I understand that the above information is required by the Central Records Division of the Michigan State Police, Lansing, Michigan. I authorize Portage Public Schools to utilize the above information for the sole purpose of obtaining a conviction only Criminal History file search.

EMPLOYEE/VOLUNTEER SIGNATURE

DATE

FOR SCHOOL OFFICE USE:

Applicant: _____ New Employee: _____ Volunteer: _____
Position: _____ Bldg: _____