

Portage Public Schools

THE FUTURE LEARNS HERE

HUMAN RESOURCES

8107 Mustang Drive
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

At which PPS Building/Program site will you be volunteering: _____
(Required)

As a prospective **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 return this form with a copy of your photo ID.**

FIRST NAME MIDDLE NAME LAST NAME

DATE OF BIRTH: _____ RACE: _____ GENDER: _____
mm/dd/yyyy

REQUIRED (if applicable)

OTHER FIRST NAME OTHER MIDDLE NAME OTHER LAST NAME

OTHER FIRST NAME OTHER MIDDLE NAME OTHER LAST NAME

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.

VOLUNTEER SIGNATURE

DATE

FOR SCHOOL OFFICE USE:

Person to notify with results: _____ Contact info: _____

VOLUNTEER APPROVED: _____ BLDG: _____ PSOR: MI ___ NAT ___
(Date)