

DATE: \_\_\_\_\_

TO: Cassandra D. Harmon-Higgins, Esq.  
Executive Director, Human Resources and Legal Services

FROM: \_\_\_\_\_

SUBJECT: **Criminal History Record Information ("CHRI") for Contractor / Student Worker / Volunteer**

\_\_\_\_\_

The Department of \_\_\_\_\_ or \_\_\_\_\_ (School/Program) is offering a contracted position or non-paid volunteer assignment to the individual listed below; please let me know if CHRI is required.

<b>(please circle one) Contractor/Volunteer/Student</b>	
<b>(First and Last Name)</b>	
<b>Contract Firm/Company</b>	
<b>Duration of Assignment</b>	Effective Date: End Date:
<b>Primary Site Assignment</b>	
<b>Age (Student Worker ONLY)</b>	Student Age:
<b>Will this individual receive compensation?</b>	
<b>Will this individual be sent out to any other district? (i.e. Dexter, A2, etc.)</b>	
<b>Will this individual have access to any other WISD location? (i.e. High Point, etc.)</b>	
<b>Will this individual have direct contact/access to students?</b>	
<b>Will this individual have indirect contact/access to students?</b>	
<b>Will this individual have unsupervised access to students?</b>	

**COMPLETED BY HR:**

CHRI Needed: Yes  No

HR CHRI Determination code: \_\_\_\_\_ MSP Reason Code: \_\_\_\_\_ (e.g. SE, CPE, CPV)

Executive Director of HR (or HR Supervisor): \_\_\_\_\_ Date: \_\_\_\_\_



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**NON-EMPLOYEE EMERGENCY CONTACT INFORMATION**  
*Washtenaw Intermediate School District*

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If you are not a permanent employee of Washtenaw Intermediate School District, but are in our building(s) as an observer, student teacher, intern or volunteer, we keep the following information on file in the event of an emergency situation.

Please notify us if the information changes so your file has current and useful information. This information is confidential and will be treated as such.

Please complete this form and return to:

Nicole Hubler  
Human Resources Department  
1819 S. Wagner Road  
Ann Arbor, MI 48103  
[nhubler@washtenawisd.org](mailto:nhubler@washtenawisd.org)  
Confidential Fax Number: (734) 994-1629

***In case of an emergency, please contact:***

Primary Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Additional information that may be helpful in the event of an emergency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Name** (Please Print)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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**CONFIDENTIALITY AGREEMENT**  
*Washtenaw Intermediate School District*

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There are federal and state laws that protect the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in the schools as a volunteer/observer/student teacher/fieldworker/other, there may be times when this information is heard. As a volunteer/observer/student teacher/fieldworker/other, you must agree that if you do hear information about a student or a family, you will not repeat this outside of school. This will ensure the protection of our students' interest and their families, thus creating a better environment for all.

Additionally, there are laws that govern special education confidentiality. These regulations indicate that confidentiality must be maintained relative to special education students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of the laws. A volunteer/observer/student teacher/fieldworker/other should not discuss a student's disability with any individual outside of the classroom instructor or staff member. The volunteer/observer/student teacher/fieldworker/other should not use any written or verbal statements outside of the school that would divulge the student's disability. In essence, only those who work directly with the student are considered as those with a "need to know". If at any time these terms of confidentiality are violated by a volunteer/observer/student teacher/fieldworker/other, termination of volunteer/observer/student teacher/fieldworker/other services may occur.

I further understand that my authorization to serve as a volunteer/observer/student teacher/fieldworker/other may be terminated at the discretion of the Superintendent and/or Program Supervisor at any time if they determine it is in the best interests of the program or the students.

By signing this agreement, I am stating that I will not divulge information about any student or family to a person outside the school setting.

*I have read, understand and agree to the information presented above.*

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**Name** (Please Print)

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**Signature**

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**Date**



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## **BOARD POLICY 3120.09 - VOLUNTEERS**

*Washtenaw Intermediate School District*

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The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the employees responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any volunteer who works with or has unsupervised access to students shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.

All other volunteers who work in the schools or on any school sponsored activity shall submit to a criminal history records check through ICHAT, prior to being allowed to participate in any activity or program.

The Superintendent is to inform each volunteer that s/he:

- A. Shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. Will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation.