



Your Name \_\_\_\_\_

Explanation of Crimes/Offenses (Please complete this section if you answered "yes" to any questions on page 1).

Name of crime or violation	When did it happen?	Explanation

### CHECKLIST

#### Student Volunteer Criminal History Check Statement

Please review the checklist below before submitting your Student Criminal History Check Statement:

- Both the student and the student's parent/guardian signed the form.
- The student is less than 18 years old. Students who are 18 years and older need to complete the adult volunteer criminal history form.
- The student is going to volunteer. Student workers who will be paid need to complete a different form.
- All questions are answered completely and honestly. If you are unsure how to answer a question, please call Human Resources at 503-399-3061. Students who falsify their applications may not be allowed to volunteer.
- Complete the explanation section on page 2 for any "yes" answers.

Please return the completed form to your school. The school staff will submit it to Human Resources for processing. If you have any questions, please contact Human Resources at 503-399-3061.

#### STUDENTS: PLEASE DO NOT WRITE ANYTHING IN THIS BOX

*This section is to be completed by the school administrator or their designee only.*

Based on all available information, including SKSD discipline records, I approve of this student volunteering with younger students and volunteering in the activity listed on page one of this form. Refer to QAM # PAP-P007 "Student Criminal History Check" for additional requirements.

Please circle one:    Yes    Not at this time

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

*Please contact Debbie Joa in HR (X3061) if you would like to discuss any questions or concerns. After completing this section, please forward the form to HR for a criminal history check and processing.*