

LOOKOUT MOUNTAIN SCHOOL

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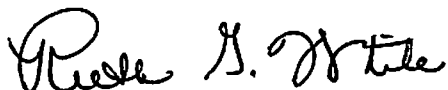
August 7, 2017

Dear LMS Parents,

As you know, HCDE implemented a new volunteer policy in 2016. Attached is a 2017-2018 HCDE Request for Volunteer form. If you are interested in volunteering this year, please complete this form and give it to your child's teacher. Please take the volunteer instructions form and proceed with the fingerprinting process. This will enable you to volunteer in all areas of the school.

I appreciate your willingness to follow these new guidelines. The time you donate to LMS truly enables our school to be an outstanding place to grow and learn.

Sincerely,



Ruth G. White
Principal

HCDE Request for Volunteer

INSTRUCTIONS: Principals must ensure that all volunteer coaches are fingerprinted after June 1 every year. This is not optional – it is a requirement for all volunteer coaches. Other school volunteers may be printed at the discretion of the school principal.

Please complete the form below and return it to the attention of Jeff Lyles in Human Resources through the pony or via fax: (423) 498-6684.

Name of Volunteer: (Please list legal name)	Social Security Number: (Please list last 4 numbers only)
School:	School Year:
Cell Phone Number: (Please list)	Sport(s) / Event(s) / Activities / Field Trip(s): (Please list)
Additional Information (Optional):	

APPROVALS:

I, the undersigned, understand a background check is required after June 1st of every year and my service as a volunteer coach cannot begin until a clear background report is received.

I further release and hold harmless HCDE and its employees and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my volunteer activities with HCDE.

Signature of Volunteer: _____ **Date:** ____/____/____

I, the undersigned, approve the above listed individual to be a volunteer coach.

(School Principal or Assistant Principal)
Administrator Name (please print): _____ **Position:** _____

Administrator's Signature: _____ **Date:** ____/____/____

FOR HR USE ONLY:

Date Fingerprint Results Received by HR: ____/____/____

Clear: _____ Indication: _____ If Indication, date approved: ____/____/____

Principal Emailed: _____ HR Verification Signature: _____ Date: ____/____/____

IdentoGo (by MorphoTrust USA (formerly L-1 Enrollment Services [L-1]) **VOLUNTEER INSTRUCTIONS**

The position for which you have applied requires you to undergo a fingerprint-based background check. Please follow the steps below:

- Register through **IdentoGo** either on-line at <http://www.identogo.com> or by calling **1-855-226-2937** between the hours of 8:00am – 4:30pm CST.
- Provide the personal identification information – listed below.
- After providing the requested information, you may be given a registration I.D number. Write down your registration number and take it with you when you go to the chosen printing location as it may be requested in order for you to be fingerprinted. # _____
- Be prepared to show a valid photo ID to the fingerprinting staff.
- Pay the \$30.15 fee by **cashier's check or money order** payable to "**MorphoTrust USA.**" If you register on-line, you may pay via **credit card, debit card, or e-check.**
- After being printed, write down your transaction number and keep it in case you are required to provide this to your agency/organization for proof of printing. # _____
- **Appointments are required.** Walk-in appointments are not available.

Please be prepared to provide the following information when you call or register online:

- ✓ Full Legal Name
- ✓ Date of Birth
- ✓ Sex
- ✓ Race
- ✓ Place of Birth
- ✓ Eye Color/Hair Color
- ✓ Height/Weight
- ✓ Social Security Number
- ✓ Applicant Phone
- ✓ Country of Citizenship
- ✓ Applicant Address
- ✓ Transaction Type (*See BOX below.)
- ✓ Agency Name State Schools/Colleges
- ✓ Agency ORI: TN930080Z
- ✓ Payment to be made by: **APPLICANT**
- ✓ Choose Printing Location:
 - Walden Security, 694 Manufactureres Rd, Chattanooga, TN 37405
 - TSA, IdentoGo Center, 6231 Perimeter Drive, Suite 177, Chattanooga, TN 37421
 - AIM Mail Centers, 412 S. White Street, Athens, TN 37303
 - The UPS Store #3642, 114 Stuart Road NE, Cleveland, TN 37312
 - ArcPoint Labs, 9297 Rhea County Highway, Dayton, TN 37321
- ✓ Employer Name: Hamilton County Department of Education
- ✓ Employer Address/City/State/Zip: 3074 Hickory Valley Road, Chattanooga, TN 37421

***TRANSACTION TYPES:**

(Please choose the correct Transaction Type)

TE Teacher	CW Custodial Worker
ST Substitute Teacher	CA Cafeteria Worker
SW School Worker Other	BD Bus Driver
SWV School Worker Volunteer	

IdentoGO-MorphoTrust USA FINGERPRINTING LOCATION:
TSA, IdentoGO – 6231 Perimeter Dr., Suite 177, Chattanooga, TN 37421-3667
IdentoGO Hours of Operation
8:00 a.m. – 7:00 p.m. Monday-Friday; 9:00 a.m. – 12:00 p.m. Saturday