

Instructions for Visitors/Volunteers

Step 1: Complete the instructions below to Request a Background Check.

Step 2: Once you receive an email from Safe Visitor stating that your background check is complete, you will be able to visit the school and/or begin your volunteer work.

***Upon your first visit to the school, you will be asked to present a valid photo ID.** Please arrive at the school a few minutes early to allow enough time for the school secretary to check you in.

Request a Background Check - Instructions

Per the WLCSC School Board and Administration, volunteers with direct, ongoing contact with students are required to complete an Expanded Criminal History Check. For particular cases where volunteers do not have direct, ongoing contact with students or situations where a visitor/volunteer is entering the school on behalf of a particular organization, we suggest that the volunteer contact the school office prior to completing the background check instructions listed below. For certain cases, a Limited Criminal History Check may be allowed based on the type of volunteer work and as determined by the administrative team.

1. Click on this link to access the Safe Visitor website:
<https://secure.safevisitorsolutions.com/Safe/Volunteer/000832/vol>
2. Select “Next Step,” and then view the Bullying Prevention information and select the box to affirm that you have reviewed this information. Then, check the box to agree to the terms, and select “Next Step” again.
3. Check the box to confirm your FCRA rights, type your eSignature, and select “Next Step.”
4. Enter all information in the boxes that appear highlighted in red (these fields are required). You will not be able to submit your request until you have correctly filled in all red boxes.
 - a. **In the “Additional Notes” box, enter the name of the school and/or area where you plan to volunteer (i.e. Elementary – Mrs. Harris’s class, Varsity Soccer, etc.)**
5. Select the checkbox for the authorization agreement, type your eSignature, and Select “Next Step.” (*You do NOT need to scan your Driver’s license.)
6. You will now be prompted to enter payment. *Your background check request will not be complete until you submit payment.

- a. The cost of the background check is the responsibility of the volunteer and starts at \$21.95. Once payment is made, then your request will be submitted for processing. **Please note that results may take up to 30 days to be returned depending on the states/counties being searched.*

- b. **If you have resided/worked outside of Indiana, please note that [court access fees](#) from those states/counties may be required. It is the responsibility of the volunteer to pay for any charges associated with these required background checks prior to the first visit or volunteer activity.*

Questions?

Contact Person by School

West Lafayette Elementary School (grades K-3)

Amy Smith – amysmith@wl.k12.in.us

West Lafayette Intermediate School (grades 4-6)

Linda Wiegand – wiegandl@wl.k12.in.us

West Lafayette Jr./Sr. High School (grades 7-12)

Jessica Bonnell – bonnellj@wl.k12.in.us

Athletic Dept. Volunteers (grades 7-12)

Kathy Slauter – slauterk@wl.k12.in.us

Volunteer status with West Lafayette Community School Corporation is based on the results of all background checks. Results must be received and satisfactory before a volunteer may serve in any capacity with WLCSC.

Expanded Criminal History checks are valid for 5 years.