



Dr. Lynette Mehall
Principal

Mr. Matt Harr
Associate Principal

Mrs. Marlys Bennington
Support Principal

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Dear Kingsley School Volunteers,

Beginning with the 2009-2010 school year, all volunteers must undergo a background check. Please understand that we greatly appreciate and depend on our volunteers and this process is in place to further insure our children are provided the safest environment possible. Also, it is important to note that volunteer applicants will need to provide a social security number for verification purposes. This information will be gathered and stored using highly secure technology.

There are two ways to complete the background check process. The first is to come into the school during office hours and register online on a computer in our IMC with Mrs. Ahlers. (This only takes a few moments). The second method is to e-mail Mrs. Steadman in our office, steadmal@unit5.org, requesting to register as a volunteer. Please supply her with your full name (no "nick" names) and an e-mail address that you check frequently. Your information will then be submitted to Bushue Background Screening by Mrs. Steadman. You will then receive an e-mail at the address that you supplied with directions on how to complete the process. This information will then be forwarded to our Unit Office for processing. An individual ID card will then be created and sent to KJHS School for distribution. You will be notified when this occurs, so you can stop by the Kingsley office to pick up your ID card. Please note that you will need to have this ID card each time you volunteer at school.

Thank you for your cooperation,

Dr. Lynette Mehall, Principal