

Woodland Joint Unified School District
VOLUNTEER INFORMATION/CLEARANCE FORM
(Please Print)

Volunteers may not provide services until this form is completed and on file in the Principal's office.

Legal Name* _____ Date _____
**One name per form* (Last) (First)

Address _____ Phone _____

Date of Birth _____ Social Security # _____

(Please list all WJUSD schools when you have children attending multiple school sites - all sites will be notified of clearance.)

School/Site: _____	Student's Name: _____
School/Site: _____	Student's Name: _____
School/Site: _____	Student's Name: _____
School/Site: _____	Student's Name: _____

Brief description of services to be performed: _____

Staff contact/supervisor: _____

_____ TB test on file at site/school: Expiration Date: _____

- Site/school completes and submits the white and yellow copies of this clearance form to Human Resources each time a live scan fingerprinting form is given to a new volunteer for processing. Keep the pink pending copy at sites until you receive signed clearance from Human Resources.
- Volunteer is WJUSD Employee: Site/school submits clearance form to Human Resources to verify fingerprint status and Associate Superintendent approval.

Administrator's Signature **Date**

For Human Resource Department Use Only:

_____ Fingerprint Clearance Approved	_____
	Date
_____ Current WJUSD Employee Verified (Prints on file at District Office)	_____
	Human Resources (Assist. Supt./Director of Operations)

Note: Previous fingerprint clearance does not exclude volunteers from being fingerprinted for WJUSD; i.e. employment by other school districts, county, law enforcement agencies, day-care providers, etc.

White: HR Returns to school/site after clearance verified **Yellow:** Human Resource Services **Pink:** Site/school Suspense