



PROVIDENCE HALL CHARTER SCHOOL

VOLUNTEER BACKGROUND CHECK FAQs

We are so grateful to our volunteers for supporting Providence Hall's safety and security efforts. Keeping volunteers, students, and staff safe is crucial to our As part of that effort, and to comply with state law, we require volunteer background checks for adults who have unsupervised time with students, particularly during field trips. Any volunteer who will be attending field trips with our students must undergo a background check, which includes fingerprinting. This is a more comprehensive background check than we have used in the past and provides not only a look at past records, but also ongoing monitoring.

1. Why do I need a background check?

Providence Hall takes the safety and security of our volunteers, teachers and students seriously. It is also a state law according to the following:

<https://rules.utah.gov/publicat/code/r277/r277-516.htm#T7>

https://le.utah.gov/xcode/Title53A/Chapter15/C53A-15-S1503_2016051020160510.pdf

https://le.utah.gov/xcode/Title53A/Chapter15/C53A-15-S1511_2016051020160510.pdf

2. Who needs to complete a background check?

All parents who plan to volunteer for the school must complete a background check with ongoing monitoring.

3. How long does the background check take to process?

Please allow 2 weeks for the background check to process.

A Utah public charter school devoted to excellence in education

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PH: (801) 727-8260 www.providencehall.com

4. What are the steps I take in order to complete a background check with Providence Hall?

- Pick up the Background Check Instructions and sign a Utah Consent to Background Check form from any of the schools' Front Office Secretaries. Please be sure to leave the signed Utah Consent form with the school.
- Visit Utah BCI in Taylorsville Mon-Fri 8-5pm and be sure to take with you the Request For Electronic Applicant Background Check form and a photo ID.
- Pay the fee of \$15.
- Once BCI processes your background check, the schools' will determine eligibility to volunteer based on the results of the background check.
- The school will then notify you if you are approved or disqualified.

5. What is the school's policy on Background Checks?

Our Criminal Background Checks policy can be found on our website at:

https://providencehall.com/wp-content/uploads/2019/10/Criminal-Background-Checks-Arrest-Reporting-Policy-10_3_19.pdf

6. How can I find out if the Background Check I have had meets state requirements?

Please email Terri Tanner at ttanner@providencehall.com or Shannon Singleton at ssingleton@providencehall.com and they can look you up in the BCI Database.

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