

Comal Independent School District

NEWS RELEASE

Contact: Jason Gordon
830-885-1081

Release Date: July 27, 2010

Comal ISD issues online background check for volunteers

For several years, Comal ISD has required school volunteers to go through an annual Department of Public Safety (DPS) background check, and the process will be available online starting with the 2010-11 school year.

Beginning Aug. 2, parents and other relatives who want to attend field trips, volunteer or assist in a classroom or in a school's Parent Resource Center, will be required to go through a Volunteer Background Check through Comal ISD's website at www.comalisd.org.

Volunteers must complete two forms before they will be allowed to serve students or help staff in the schools.

Volunteers will also find a DPS Computerized Criminal History Verification form online that needs to be signed, dated and mailed to the Comal ISD Human Resources Department at 1404 IH 35 N, New Braunfels, TX., 78130. It can also be scanned and emailed to hr@comalisd.org or faxed to 830-221-2006.

"It's really a simple way for anyone that's going to be on campus every once in awhile to get their background check done quickly," said Marie Cameron, Comal ISD Human Resources Coordinator. "Parents, relatives, different people or organizations coming on campus to talk to students and even college students who are coming to observe a classroom will be required to take a few minutes to fill out the background check form online."

A link to the Volunteer Background Check form and the DPS Computerized Criminal History Verification form can be found on the left side of the school district's website homepage. By clicking on the "Volunteer" link, interested school volunteers will be able to follow simple steps to completing the forms. This Volunteer Background Check will need to be repeated online before the beginning of every new school year.

“It’s important that we know about anyone who is going to be on our campuses and working with our students and staff,” Cameron said. “The Volunteer Background Check won’t take long to complete, and when you’re finished, it’s good for the entire school year.”

Campus secretaries and principals will have a list of those individuals who have successfully completed the background check.

If possible, volunteers are asked to complete the background check at least two weeks before they plan to be on campus.

Anyone that will be on campus on a more regular basis, including student interns, student teachers, nurse interns and contractors, will still need to be fingerprinted at the Comal ISD Support Services Building in New Braunfels.

If you’re not sure which background check is required, please contact Diana Perez (830-221-2130) or Marcia Clark (830-221-2121) in the Comal ISD Human Resources Department.

The “Raptor Identification System,” which is the system used in the front offices of all campuses to swipe the driver’s licenses of any individuals who enter a school, will still be in place. The Raptor System is a nationwide sex-offender database and is separate from the required Volunteer Background Check.

-CISD-