

Volunteer Frequently Asked Questions

Q: Why is this new process being introduced?

A: The District must require this process in order to comply with a revision to Missouri State Statute 168.133, effective August 28, 2019. We believe that providing a safe environment for all of our students is of the utmost importance and this is a safety protocol.

Q: Where can I go to get fingerprinted?

A: Locations nearest you can be found on the following link: <https://www.identogo.com/locations>. It is important to make an appointment prior to arriving at these locations to ensure the facility is open and that they have availability to process your request.

Q: Does the District pay for the criminal background check?

A: No, the District has over 1,000 volunteers annually and is unable to allocate funds for this service. However, since this is a one-time fee, an individual that volunteers for more than two years will have a lower out-of-pocket cost.

Q: What does it cost?

A: Currently, it is a one-time fee of \$41.75. However, that cost is not set by the District and is subject to change without notice. An individual that volunteers for more than two years will have a lower out-of-pocket cost compared to the previous \$16 annual fee.

Q: What if I have already paid the \$16 for a criminal background check?

A: In order to be in compliance with the new state statute, all volunteers must complete a fingerprint background check.

Q: What if I have been fingerprinted for a criminal background check for another employer or entity?

A: You can request a copy of your results from the entity that you previously provided fingerprints for within 12 months of completion and share them with the Human Resources Department. However, these shared results will expire 12 months after the date of completion. Once expired new results will be required using the LCR3 District code.

Q: Will I be able to volunteer in any building in the District or do I have to go through a process in each building?

A: You will only need to complete and pay for the criminal background check one time to be able to volunteer at any District campus. You will need to complete and return the volunteer packet annually.

Who will see the criminal background check results?

A: Only authorized personnel designated by the Superintendent of Schools will be able to view results.

Q: What is the fingerprint code I need to use?

A: When registering with MACHS, www.machs.mo.gov, you will use code 1222. Be sure to set an appointment with your selected location to ensure the site is open and available to take your request.

Q: How long does the process take?

A: The District recommends completing the process no later than two weeks prior to the event you wish to attend.

Q: How long does it take to get the fingerprint results back?

A: In most cases, once fingerprints have been submitted, results are received within 24 hours. However, some may take up to 3 to 4 days.

Q: Will I (the parent) receive a copy of the fingerprint results?

A: You may request a copy from the Human Resources Department within 60 days of providing your fingerprints with the presentation of a photo ID. The results will not remain in our system beyond that time frame.

Q: What if I choose not to be fingerprinted?

A: Those who are not fingerprinted will not be allowed to volunteer, as defined above. However, a fingerprint check is not required for individuals classified as a visitor, as defined above. We welcome your participation in these activities.

Q: How will I know that I have cleared the volunteer background check process?

A: You will receive an e-mail letting you know that you have completed all of the requirements to volunteer in the District.