



Hilliard City Schools Volunteer Guidelines

revised 9/24/2014



Hilliard City School District
Department of Human Resources
2140 Atlas Street
Columbus, OH 43228

614-921-7099



Ready For Tomorrow



BACKGROUND CHECKS:

Frequently Asked Questions



Who is required to have a background check?

The protection and well-being of the students enrolled in Hilliard City Schools is paramount. To that end, a background check and ID badge with photo are required for all volunteers that may be left alone with students. This background check will be completed by IntelliCorp.

Where do I go for a background check?

The Hilliard City Schools Department of Human Resources will perform all background checks at the district's Administrative & Support Services Facility, located at 2140 Atlas Street, Columbus, OH.

Do I need an appointment?

You can obtain a volunteer ID badge at the district Central Office, 2140 Atlas Street, Columbus, Ohio 43228. Background checks are done on Tuesdays, Wednesdays and Thursdays. Walk-ins are accepted from 9-11 a.m. and 1-3 p.m. Appointments are accepted for other times and during winter break, spring break and summer break. Call 614-921-7124 if you need to make an appointment.

What is the cost?

The cost for a background check is \$18, through IntelliCorp. The volunteer badge is included in this cost. If you have had a BCI/FBI background check done within the last 12 months and have a copy of the results, you may submit those to us and receive a volunteer badge for a \$2 charge. Lost ID cards may be replaced for a \$2 fee. You may pay by cash, check or credit/debit card (Visa or MasterCard only).

When will I be approved?

The background check may take up to five days before you actually get your ID badge via US postal service. It is important to plan for this time as there will be no exceptions to this waiting period. For the well-being and protection of our students which is our number one priority, any volunteer who may be left alone with a student in the Hilliard City Schools is required to have a volunteer background check.

Is there a renewal policy?

Volunteers will be required to renew their badges every 5 years. A new background check will be required and a new badge will need to be issued. The cost for the renewal badges will remain the same as a new badge.