In an effort to keep your child(ren) safe at school, we are asking that ***all*** volunteers who come in contact with the students submit to a background check. This would include lunch readers, field trip drivers, coaches, as well as anyone volunteering in the classroom. This only needs to be done once while a parent at this school. Unfortunately, we cannot use background checks you have had done in the past.

Please pick up at packet in the school office. Here is a quick summary of the forms in the packet:

- ***Commonwealth of VA, Dept of State Police Waiver Agreement and Statement*** – This form is to be filled out and returned to the office at RCS.
- ***VA Dept of Social Services, Central Registry Release of Information Form*** – This form is to be filled out in black ink, signed in front of a notary, and mailed with a payment of $10 (money order, company check or cashier's check) made out to Virginia Department of Social Services. The address to mail this is Virginia Department of Social Services, Office of Background Investigations – Search Unit, 801 East Main Street 6th Floor, Richmond, VA 23219-2901.
- ***National Criminal Background Check for Employees or Volunteers Providing Care to Children, the Elderly and Disabled*** – This form is to be filled out along with the fingerprinting card and mailed with a payment of $19 (credit card, certified check, money order or business check) made out to Virginia State Police. Please be sure to fill in the date under Section II and sign as the authorized agent under Section III. Failure to do so will result in the form being sent back to the school. The address to mail these documents is Virginia State Police, Central Criminal Records Exchange, PO Box 27472, Richmond, VA 23261-7472.

Fingerprinting can be done for free at the following locations:

City Residents: Wednesdays 1:00-4:00
434-2545
Public Safety Building
101 N. Main Street, H'burg

County Residents: 564-3800
Rockingham Co Sheriff's Office – H/R Regional Jail
25 Liberty Street, H'burg