

RAMSEY PUBLIC SCHOOLS

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To: Parent Volunteers

From: Matthew J. Murphy, Ed. D.

Re: Background Checks

The Board of Education is once again instituting procedures to require background checks on those volunteers who are likely to be working with students while not under the direct supervision of District Staff. In order to minimize the inconvenience to our volunteers, the Board of Education has contracted with the National Center for Safety Initiatives (NCSI) to provide this service. This is the same organization used by a number of sports groups in Ramsey and the application can be completed on your home computer in a few minutes.

Attached you will find a letter from NCSI describing the process. I would like to add the following information that is not contained in that letter.

First, if you have completed another background check, please drop the results off at the office of your Building Principal, and we will determine if that will suffice.

Second, there is no charge to you for this process. You will see the PayPal logo on various screens on the NCSI website, but you will not be asked for payment. The fee will be automatically charged to the Ramsey Board of Education. Boards of Education are required to pay for background checks on volunteers by State Law.

Third, we would ask that you submit the required information to NCSI via their website within two weeks of being asked to do so by your Building Principal.

Finally, rest assured that the District will be discrete about the results of the background check. We will only receive the 'Red Light/Green Light' notification from NCSI (see the NCSI letter), and the only list of names that the District Office will distribute to the Building Principals is the list of those volunteers who have been approved to work with our students. We have also been assured by NCSI that applicants have ample opportunity to clear up any 'Red Light' determinations that they feel is in error.

Thank you in advance for your cooperation.



NATIONAL CENTER
FOR SAFETY INITIATIVES

Dear Applicants:

The Ramsey School District is pleased to announce its partnership with National Center for Safety Initiatives, through which we will engage in a comprehensive background screening of our volunteers.

The Ramsey School District has taken important steps to ensure the highest level of safety within our programs. One of these steps is the implementation of a standardized approach to background screening for our volunteers.

This includes a comprehensive background screening program using NCSI's Full Service product and a simple "Red Light/Green Light" clearance report issued in accordance with the criteria chosen by the Ramsey School District.

Simply go to <http://www.ncsisafe.com> and click on "Start Your Background Screening Now" on the left side of the webpage. Complete three easy steps:

- Step 1: Enter Self Registration Number: 69914306
- Step 2: Enter Your Information as Requested
- Step 3: Provide Legal Authorization and Certification

The "Red Light/Green Light" Results will be sent to the Ramsey School District. National Center for Safety Initiatives will contact you directly if there are any questions, problems or issues related to your specific information. An email address is required when completing the background check as our contact with you will largely be electronic. Please be sure to add [ncsisafe.com](http://www.ncsisafe.com) to your list of acceptable domains in your email program to receive notifications from us.

It is important when entering your name, that you use your full legal name as written on your birth certificate or driver's license. Please also verify that your social security number was typed correctly. Using nicknames or failing to type a correct social security number may delay or invalidate your background check.

If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives at (866) 833-7100.

Once you have submitted your Information you will receive a confirmation page. The background check generally takes 10 business days to complete and you may check your status on our website under the "Check Your Background Screening Status" link at www.ncsisafe.com.

Thank you for your continued participation and your cooperation in this important process. We are excited to offer world-class programs, working with world-class people!