

BACKGROUND CHECK PROCEDURE FOR ATHLETIC COACHES

In compliance with the directive from Human Resources, all coaches, whether volunteer or assigned, must have background clearance approval prior to contact with SFUSD students. Assigned coaches must have the background check prior to interviewing with the Athletic Office Commissioner. Coaches will not be processed in the Athletic Office for payroll until this requirement has been completed.

Dear Coach:

As a volunteer / paid (**circle one**) coach for _____ School, it is **mandatory** that you have a background check **prior** to contact with our students. This can be arranged by making an **appointment** with Angel Yu at 241-6101 ext 3262 at the Department of Human Resources, 555 Franklin Street, 2nd floor.

Paid and volunteer coaches are required to pay **\$51.00** by money order made out to SFUSD.

Bring this form with you on the day of your appointment and we will forward it to the Athletic Office when cleared.

Name of Coach: _____

Social Security #: _____

Sport & position w/team: _____

Address: _____

City: _____ Zip: _____

Home Phone: _____

Work Phone: _____

Please do not delay in processing this requirement. Until we receive clearance/approval from Human Resources. You are restricted from contact in any way with our students.

Signature required (either Principal or Athletic Director):

Principal/Athletic Director: _____ Date: _____

Verification of Background Check by Human Resources:

Human Resources Employee: _____ Date Given: _____

Completed: _____ Pending: _____

If you have any questions, please feel free to contact Angel Yu in Human Resources at 241-6101 ext 3262.