

## **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 the Department of Human Resources, 555 Franklin Street, 2<sup>nd</sup> floor via the following website: [www.meetme.so/sfusd](http://www.meetme.so/sfusd).

Paid and volunteer coaches are required to pay **\$49.00** 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 Human Resources at 241-6101 ext. 3251.