

San Francisco Unified School District  
**HUMAN RESOURCES**  
555 Franklin Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94102



## BACKGROUND CHECK PROCEDURE FOR ATHLETIC COACHES

In compliance with the directive from Human Resources, all coaches, whether volunteer or assigned, must have background clearance 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** by calling HR at 415-241-6101.

Paid and volunteer coaches are required to pay **\$49.00** by debit/credit card, cashier's check or money order payable 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:** \_\_\_\_\_ **State:** \_\_\_\_\_ **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 / Athletic Director):**

Principal/Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Verification of Background Check by Human Resources:**

Human Resources Staff: \_\_\_\_\_ Date Given: \_\_\_\_\_

Completed: \_\_\_\_\_ Pending: \_\_\_\_\_

If you have any questions, please reach out to Angel Yu in Human Resources at 415/241-6101 ext. 1209.