

Guidelines for the ICHAT Authorization Form

The ICHAT Authorization Form is to be completed by volunteers who will be supporting the supervision of students when a district staff member will not be present at all times during the following circumstances:

- An overnight, district-sponsored activity
- A district-sponsored event conducted after school hours

The ICHAT Authorization Form is not necessary for district-sponsored field trips that do not involve an overnight stay such as the Detroit Zoo, DIA, Cedar Point, Meadow Brook Theater, Greenfield Village/Rouge Plant, etc.

Upon completion of the form by the volunteer, the principal/designee should sign and date the form at the bottom and forward it to the Human Resources Department Manager, who will conduct the ICHAT Criminal Background Search. Please ensure ample time is provided for Human Resources to complete this process, especially if it is a time of year when multiple schools and programs are sponsoring activities as described above. In addition, should there be an issue reported on the ICHAT database, time is required to investigate and verify.

When the background check is completed, Human Resources will send a confirmation via email with the results to the building principal/designee. Details of the investigation will not be shared. In the unlikely event that the search indicates a criminal record that would restrict the person from volunteering, the Manager or Director of Human Resources will contact the principal directly.

Questions regarding the ICHAT Authorization Form should be directed to the Manager or Director of Human Resources.