

# **Social Security Numbers and Criminal Background Checks Volunteer FAQ's**

## **1. Why must I give my social security number for a criminal background check?**

In order to conduct the most thorough criminal background check possible, our system uses social security numbers. They are a unique identifier of each individual who wants to volunteer. By using a person's social security number, we are able to search all 50 states' databases and all sex offender registries. The system used to screen volunteers is the same system used to screen all Wausau School District staff.

## **2. Who processes and files this information and is the information secure?**

Criminal background checks are processed and filed by one employee in the Wausau School District Human Resources Department. This is the only person that will see the results of the check unless there are convictions that need to be evaluated by the Director of Human Resources. The one employee locks all files containing social security numbers. There has never been a security issue involving any social security number and the Wausau School District.

## **3. What if I have convictions in my past? Will I be ineligible to volunteer?**

Not all convictions disqualify a person from volunteering. The convictions from each person's criminal background check are judged on a case-by-case basis. When deciding if someone is ineligible, the Director of Human Resources takes a number of factors into account, including but not limited to; what the conviction(s) is/are, if there is a history of the same conviction(s) and how long ago the conviction(s) happened.

If you are deemed ineligible to volunteer you will receive written notification from the Wausau School District's Human Resources Department. The school you wished to is also notified you are ineligible. The school will not be told the reason(s) why. Though you are deemed ineligible, you will not be prevented from participating in your own child(ren)'s education.

## **4. I don't want to give my Social Security Number; can I be involved in some other way?**

Not all volunteer opportunities require a criminal background check. Opportunities that do not require a criminal background check include; some family night events, PTO meetings, PTO committees and other projects that do not involve direct student contact.