

Appendix C: Background Check Verification Form

*Due within 10 days of the first day of the 2018-2019 school year for all First Class Pre-K Classrooms.  
Please see timeline for submission requirements.*

The safety and security of the students at our Grantee sites is very important to the Department of Early Childhood Education. All non-DHR licensed/non-public school programs must list all employees or volunteers that have contact with First Class Pre-K students and identify whether you have recently completed a background check for the individual(s). This form is required to be completed for all non-licensed programs.

*\*Program directors in a Public School, or other currently DHR licensed program are only required to sign the verification statement at the bottom of the form and have it notarized.*

**\*\*If new employees or volunteers will have contact with First Class Pre-K students after initial completion of this form, all non-licensed programs must submit an updated form to your Monitor.**

Classroom Name: \_\_\_\_\_ Program Name: \_\_\_\_\_

1) Please list all individuals described above and verify background checks.

Employee/Volunteer at Site	Position	Background Check Completed and Passed?
_____	_____	Circle Yes or No
_____	_____	Circle Yes or No
_____	_____	Circle Yes or No
_____	_____	Circle Yes or No
_____	_____	Circle Yes or No
_____	_____	Circle Yes or No

**\*\*\*If you answered no to any employee/volunteer for question #1, DECE will require that unchecked adults will not be left alone with students who are not their child until a recently passed background check can be completed and verified to DECE.**

*I, \_\_\_\_\_ (Public school/DHR licensed program director's name), verify all employees or volunteers who have contact with Alabama First Class Pre-K Program students have recently and satisfactorily passed a background check (you should still sign the form and have it notarized). Please send completed notarized form with program director's signature and date completed to: Alabama Department of Early Childhood Education, Office of School Readiness, Attention: Official Background Check, P.O. Box 302755, Montgomery, AL 36130-2755*

Program Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

State of Alabama County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary's Official Signature (Seal) Commission Expiration Date

