



# Volunteer Registration Form A

Volunteers are required to provide the local building principal or designees  
with a completed Volunteer Registration Form

## SECTION 1:

First Name		Middle		Last Name	
Current Home Address				City	State
Home Phone <input type="radio"/>				Home Phone <input type="radio"/>	
Cell Phone <input type="radio"/>				Cell Phone <input type="radio"/>	
Phone		Alternate Phone			
E-mail Address		I have students in this District <input type="checkbox"/>		I am <b>NOT</b> associated with a student in this District <input type="checkbox"/>	
School(s) Where Volunteering					
Volunteer Signature			Date		

## SECTION 2: Please list all your Student's Names and the WSD school they attend

1. Student/School

2. Student/School

3. Student/School

4. Student/School

5. Student/School

6. Student/School

## OFFICE USE ONLY

Missouri Family Care Safety Registry (FCSR) ☐

RAPTOR SYSTEM CHECK ☐

FBI/Highway Patrol Fingerprint Check (Level 2 only) ☐

VOLUNTEER LEVEL

1

2

INITIAL

DATE

**VOLUNTEER DISCLAIMER:** The Wentzville School District welcomes and encourages volunteerism in the public schools. Often when volunteers give their time, they may be exposed to information of a delicate, sensitive nature. It is imperative that such information remain confidential, as a breach of such confidentiality may place the school district and the individual causing the breach in a position of liability. Furthermore, such a breach of confidentiality may result in a lawsuit against the district and the individual. Any breach of confidentiality or other conduct with may potentially harm, embarrass, or otherwise violate the trust relationship established in the volunteer program, may result in the termination of the volunteer arrangements entered into between the District and the individual.



## Volunteer Registration Form B

### Have you registered yet?

You **MUST** register with the Family Care Safety Registry (FCSR) before submitting this form for processing. This form does **NOT** register you with the FCSR. Please refer to the "How do I register?" section on the back side of this form.

☒ **YES, I am registered!! Continue....**

### Has your information been updated?

If you have previously registered with the FCSR, please call 1-866-422-6872 to update your information if you have had a name, address, or email address change. For our request to be processed, your personal information on file with FCSR must be correct and must match the information below.

☒ **YES, my personal information is up-to-date with the FCSR!**

Complete the information below and return both **Form A and Form B** to your child's school. You may contact your child's school approximately 10-12 business days after submitting your form to get a status update. Those not cleared will receive a letter from the District.

Applicant: \_\_\_\_\_  
First Name MI Last Name

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
\*Required \*Required (MM/DD/YYYY)

Email: \_\_\_\_\_

At which school(s) do you wish to volunteer? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By submitting this form, I acknowledge that the Wentzville School District will use this information to request my FCSR screening information. Screening results will determine if I am eligible to act as a volunteer.

## Family Care Safety Registry - What is it?

Missouri's Family Care Safety Registry (FCSR) was established by law to promote family and community safety. The registry helps to protect children, seniors, and people with disabilities. Due to changes at the state level, the FCSR is now being used in place of the Child Abuse and Neglect form to access background information on potential volunteers for the Wentzville School District.

- The Family Care Safety Registry is a one-time, online registration with a fee of \$15.25.
- Registration lasts a lifetime (see directions below if you have registered with FCSR in the past).
- The registration and fee will be the responsibility of the volunteer.
- A new WSD Volunteer Registration form will be required each school year to run a current background screening if you would like to participate in volunteer opportunities.

### Start Here → How do I register? What if I have registered before?

1. Visit the Family Care Safety Registry Background Screening and Employment Eligibility System ([FCSR-BSEES - MO.gov](https://www.fcsr-bsees-mo.gov)) website.

- a. Click the Registration button to begin and then click **Register Online** in the submenu
- b. Click the tab for **Is A Person Registered**
- c. Enter your social security number and the security text/number shown and then click the Search button

2. If you are notified that your social security number was NOT found in the database, you must register first before submitting this form to your student's school. *\*\*\*There is a one-time registration with a fee of \$15.25. The registration and fee will be the responsibility of the volunteer.* Click Continue to proceed with registration. Choose Volunteer/Voluntary as your selection criteria. Once you have completed your registration, please fill out the other side of this form and return it to the Wentzville School District. Please note, the wait time for the FCSR registration to be processed and for the District to be notified can be up to 10-12 business days. We recommend completing this process as early as possible.

3. If you are notified that your social security number WAS found in the database, please fill out the other side of this form and return it to the Wentzville School District to be processed. It is your responsibility to contact the FCSR with changes to name or contact information before the form is submitted -- call 1-866-422-6872 to verify or update your information.