

# MONTGOMERY INDEPENDENT SCHOOL DISTRICT

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Human Resources  
20774 Eva Street  
Montgomery, Texas 77356  
(936) 276-2100 ~ Fax (936) 276-2101

July 2020

Dear Volunteer,


The purpose of a school volunteer program is to provide an opportunity for parents and other interested adults to assist school personnel in the operation of the schools. Volunteers help Montgomery Independent School District meet its mission of providing a quality educational foundation to successfully prepare students for their future. In short, school volunteers are a valuable, needed and appreciated resource to our students and staff alike.

All of our children are full of potential and promise. Each and every young person attending our schools must be provided a safe and secure environment that nurtures and enhances their learning. Screening our volunteers provides assurance to our parents and to our community that the district is taking the necessary steps to proactively and reasonably preserve a safe and secure learning situation.

Continuing with this school year, volunteers who work directly with campuses and with students will be required to complete a *MISD Volunteer Services Form*. The background check is strictly confidential and will be processed through the Education Support Center. The continued success of Montgomery's young people depends on the steady increase of community support for the District's schools, and volunteerism is an excellent avenue by which to get involved and support our schools.

If you are interested in volunteering on one of our campuses, please complete the *Montgomery ISD Volunteer Services Form* and return it to your specific campus receptionist.

Sincerely,



Sonja Lopez, Ed.D.

Assistant Superintendent of HR / Communications

**To apply:**

- Return the *MISD Volunteer Services Form* to the campus.
- Only one application per volunteer is needed, not per student or campus.
- A background check must be completed each school year.

# 2020-2021 MONTGOMERY ISD VOLUNTEER SERVICES FORM

To continue, a Texas driver's license is required. See a campus administrator if you have an out-of-state driver's license.

Please use black/blue ink.

Name: (Print) \_\_\_\_\_  
Last First Middle

Maiden name or any other name used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License \_\_\_\_\_ State: **TX**  
mm / dd / year

Day Time Phone: ( ) \_\_\_\_\_ Evening Phone: ( ) \_\_\_\_\_

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

Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female  
Ethnicity: \_\_\_\_\_ African American \_\_\_\_\_ American Indian \_\_\_\_\_ Asian  
\_\_\_\_\_ Hispanic \_\_\_\_\_ White \_\_\_\_\_ Other

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for volunteer service, but will be used solely for the purpose of obtaining criminal history record information.

Child's Name: (Print) \_\_\_\_\_ Child's Campus \_\_\_\_\_  
\_\_\_\_\_ Child's Campus \_\_\_\_\_  
\_\_\_\_\_ Child's Campus \_\_\_\_\_

**Please Check All that Apply:**

- ☐ **Family Member.** If so, your relation to student: \_\_\_\_\_
- ☐ **Community/Business Member** (No student in school)
- ☐ **Active MISD Substitute or active MISD Employee.**

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

We appreciate your interest in serving the students and staff of the Montgomery Independent School District. Please be aware that under Texas Education Code 22.083 and School Board Policy GKG (LEGAL), the district is authorized to obtain a criminal history record of all applicants and volunteers in the district. The information requested above is necessary to obtain criminal history record information based on *name and DOB* search.

To complete the process:

- Return this completed form to the campus.
- Only one application per volunteer is needed, not per student or campus.
- A background check must be completed each school year.

MISD is not allowed to discuss any criminal history from this search. To clear any misidentification based on the result of the *name and DOB* search, MISD **may** request that a fingerprint search is performed.

*The campus is informed when a volunteer is eligible to begin.  
Before volunteering, please contact the campus to verify approval.*

Revised June 2020