

DATE: _____

TO: Cassandra D. Harmon-Higgins, Esq.
Executive Director, Human Resources and Legal Services

FROM: _____

SUBJECT: **Criminal History Record Information ("CHRI") for Contractor / Student Worker / Volunteer**

The Department of _____ or _____ (School/Program) is offering a contracted position or non-paid volunteer assignment to the individual listed below; please let me know if CHRI is required.

(please circle one) Contractor/Volunteer/Student	
(First and Last Name)	
Contract Firm/Company	
Duration of Assignment	Effective Date: End Date:
Primary Site Assignment	
Age (Student Worker ONLY)	Student Age:
Will this individual receive compensation?	
Will this individual be sent out to any other district? (i.e. Dexter, A2, etc.)	
Will this individual have access to any other WISD location? (i.e. High Point, etc.)	
Will this individual have direct contact/access to students?	
Will this individual have indirect contact/access to students?	
Will this individual have unsupervised access to students?	NO - The volunteer will be accompanied by an employee at all times per the Head Start Volunteer Handbook.

COMPLETED BY HR:

CHRI Needed: Yes No

HR CHRI Determination code: _____ MSP Reason Code: _____ (e.g. SE, CPE, CPV)

Executive Director of HR (or HR Supervisor): _____ Date: _____

HR CHRI Determination Codes: (1) Continuous employment; (2) Unsupervised Direct Student Access; (3) Indirect Student Access

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