



Wellsville-Middletown R-I
900 Burlington Road
Wellsville, MO 63384
Home of the Tigers



Dear Parents/Guardians,

There are changes to Missouri State Statute 168.133 regarding background check requirements for public school volunteers. As found in House Bill 604, signed in to law by Governor Parson on July 11th, and effective August 28th, the new statute states that, "The school district shall ensure that a criminal background check is conducted for all screened volunteers, who shall complete the criminal background check prior to being left alone with a student." The statute outlines that the background check process shall include a submission of fingerprints to the Missouri State Highway Patrol for a search of the criminal history repository and forwarded to the Federal Bureau of Investigation for a search of the federal criminal history files.

In order to comply with this new legislation, the District has updated our volunteer application process. Please see the attached volunteer packet or visit our website, www.wmr1.k12.mo.us, for complete instructions.

It is important to note, that while the new legislation does require a different process and an increased fee, the District will receive updates once the volunteer is in the Missouri State Highway Patrol system, therefore, at this time, the criminal background check will not be an annual requirement and the volunteer may only incur a one-time fee.

To provide clarification, the District is defining volunteers and visitors as listed below:

Volunteer: Individuals who assist our school on an uncompensated basis and who may periodically be unsupervised while with students will be considered volunteers. These individuals, among other service providers, may volunteer to regularly assist in the school office or library; mentor or tutor students; coach or supervise student activities before or after school; attend field trips or chaperone students on overnight trips.

Visitor: Individuals who are not providing a service to the school or students will be considered visitors. These individuals may be on campus to interact with their child(ren) or attend activities such as, but not limited to, classroom parties, lunch with students, and assemblies.

Thank you for your patience and understanding as we navigate this new process together. As a volunteer you are an integral part of our school community at Wellsville-Middletown R-I. We appreciate the support that you provide to our employees and, most importantly, our students. We look forward to seeing you in our schools this year.

Registering and Scheduling Your Background Check for Volunteering in the Wellsville-Middletown R-I School District

Register on-line on the MACHS (Missouri Automated Criminal History Site) website at www.machs.mo.gov. If you don't have Internet access, you may register by phone by calling 1-844-543-9712.

When registering you use code: 1398

After completing registration with MACHS, you will automatically be redirected to the Identogo website to schedule your appointment and pay for your background check. The current cost for obtaining fingerprint criminal background check results is \$41.75.

Find the closest fingerprinting location through the following link: <https://www.identogo.com/locations>

Current Locations:

Mexico

1127 Adams St

Mexico Area Family YMCA Inc

Mexico, MO 65265-2288

Tuesday & Thursday 9:00 AM - 3:00 PM, Wednesday 12:30 PM - 3:00 PM & Friday 9:00 AM - 12:00 PM

Hermann

170 Blue Pride Dr

Gasconade County R-1 School District

Hermann, MO 65041-1593

Tuesday-Thursday: 8:30 AM - 4:00 PM

Warrenton

111 Steinhagen Rd

Boonslick Regional Planning Commission

Warrenton, MO 63383-2103

Monday-Friday: 8:30 AM - 4:00 PM

Eolia

342 Vo Tech Rd

Pike County R-III(Clopton) School District

Eolia, MO 63344-1007

Monday, Wednesday & Friday: 9:00 AM - 2:30 PM

Locations and pricing are not controlled by the District and are subject to change.

Volunteer Frequently Asked Questions

Q: Why is this new process being introduced?

A: The District must require this process in order to comply with a revision to Missouri State Statute 168.133, effective August 28, 2019. We believe that providing a safe environment for all of our students is of the utmost importance and this is a safety protocol.

Q: Where can I go to get fingerprinted?

A: Locations nearest you can be found on the following link: <https://www.identogo.com/locations>. It is important to make an appointment prior to arriving at these locations to ensure the facility is open and that they have availability to process your request.

Q: Does the District pay for the criminal background check?

A: No, the District has several volunteers annually and is unable to allocate funds for this service. However, since this is a one-time fee, an individual that volunteers for more than two years will have a lower out-of-pocket cost.

Q: What does it cost?

A: Currently, it is a one-time fee of \$41.75. However, that cost is not set by the District and is subject to change without notice. An individual that volunteers for more than two years will have a lower out-of-pocket cost compared to the previous \$17 annual fee.

Q: What if I have already paid the \$17 for a criminal background check?

A: In order to be in compliance with the new state statute, all volunteers must complete a fingerprint background check.

Q: What if I have been fingerprinted for a criminal background check for another employer or entity?

A: You can request a copy of your results from the entity that you previously provided fingerprints for within 12 months of completion and share them with the Human Resources Department. However, these shared results will expire 12 months after the date of completion. Once expired new results will be required using the Wellsville-Middletown R-I District code.

Q: Will I be able to volunteer in any building in the District or do I have to go through a process in each building?

A: You will only need to complete and pay for the criminal background check one time to be able to volunteer at any District campus. You will need to complete and return the volunteer packet annually.

Q: Who will see the criminal background check results?

A: Only authorized personnel designated by the Superintendent of Schools will be able to view results.

Q: What is the fingerprint code I need to use?

A: When registering with MACHS, www.machs.mo.gov, you will use code 1398. Be sure to set an appointment with your selected location to ensure the site is open and available to take your request.

Q: How long does the process take?

A: The District recommends completing the process no later than two weeks prior to the event you wish to attend.

Q: How long does it take to get the fingerprint results back?

A: In most cases, once fingerprints have been submitted, results are received within 24 hours. However, some may take up to 3 to 4 days.

Q: Will I (the parent) receive a copy of the fingerprint results?

A: You may request a copy from the Superintendent's Office within 60 days of providing your fingerprints with the presentation of a photo ID. The results will not remain in our system beyond that time frame.

Q: What if I choose not to be fingerprinted?

A: Those who are not fingerprinted will not be allowed to volunteer, as defined above. However, a fingerprint check is not required for individuals classified as a visitor, as defined above. We welcome your participation in these activities.

Q: How will I know that I have cleared the volunteer background check process?

A: You will receive an e-mail letting you know that you have completed all of the requirements to volunteer in the District.