

PROCEDURE WSD404

WINOOSKI SCHOOL DISTRICT

NON-DISTRICT PERSON WORKING IN THE DISTRICT

1. Higher Education **must** work through the Principal/Administrator to place student teachers and interns in the District.
2. Outside groups (i.e: VSAC, Everybody Wins, Counseling Connections, etc.) must work through the Principal/Administrator to place volunteers and/or contractors in the building.
3. The Principal/Administrator must complete the form "Non-District Person Working in District" prior to a person working in the building. **This must be done on a yearly basis.** The form is to be completed with specific dates/times and given to the Central Office for follow-up on administrative action.

Reviewed and Updated: March 23, 2016

**WINOOSKI SCHOOL DISTRICT
60 NORMAND ST.
WINOOSKI, VT 05404**

NON-DISTRICT PERSON WORKING IN DISTRICT
(all forms must be approved by the principal/administrator)

Date of Request: _____

Person Making Request: _____

I am requesting permission for the following to work in our District:

Name of Person: _____

School/Area to be Working in: _____

Reason for Being Here: _____

Dates/times to be in building (be specific): _____

Comments: _____

Principal/Administrative Action

_____ Approved with/out conditions

_____ Approved with conditions below

CONDITIONS:

_____ Needs to Undergo a Criminal Records Check (necessary for working with students)

_____ Will Need an Identification Badge with NO Access

_____ Will Need an Identification Badge with Access into the Building (be specific on access -
doors/times): _____
