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
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):___________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

_________________________________________