



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

2651 BURNET AVENUE
CINCINNATI, OHIO 45219

PHONE: 513-363-0100

FAX: 513-363-0105

District Form-8475-1F2

Volunteer/Consultant/Contractor Security Badge Authorization/Approval Form

School/Building _____

Consultant Name: _____ Company with: _____

Contractor Name: _____ Company with: _____

Student Teacher: _____ College attend: _____

Volunteer Name: _____

1. This person will have unsupervised access*** with students? YES NO
(Unsupervised contact means not accompanied with a CPS Employee)

2. Should this person have access to your building's doors? YES NO

Administrator Name: _____ Title: _____
(please print)

Administrator Signature: _____ Date: _____

- 1) This **form must be completed by the school office and faxed** to the Safety and Security Services Office **prior to issuance** of any CPS Security Badge.
- 2) Bring your background check to the CPS Safety and Security Services Office at the Board of Education, 2651 Burnet Ave, 45219
- 3) Local Background check \$5.00 from the Hamilton County Sheriff's Office, 1000 Sycamore St, 45201, covering the last 5 years residence must accompany this form and is required in order to receive volunteer badge.

*****All persons that have unsupervised contact with students must also supply a BCII and FBI background check. (Unsupervised contact means not accompanied with a CPS Employee)**

Contact the Safety & Security Office at 513-363-0100 with questions or need assistance.