

Dear Parent Chaperones,

Please be advised that for any overnight chaperoning, BVWS requires appropriate background screening and fingerprinting on both the state and federal levels. If you will be chaperoning an overnight field trip, you must complete steps 1-5 below. It is a good idea to complete this process ahead of time, such as at the beginning of the school year, if you think there is any chance you will be chaperoning an overnight trip. Please note that this process only needs to be completed once, so if you have done the background screening & fingerprinting in past years for BVWS, then you do not have to do it again.

1. [VECHS WAIVER AGREEMENT AND STATEMENT](#)
 - a. Please complete & return to the office.
2. [CENTRAL REGISTRY/CBI CLEARANCE LETTER](#)
 - a. Please complete & return to the office.
3. [FACILITY REQUEST FOR BACKGROUND INVESTIGATION IN THE CONFIDENTIAL CHILD ABUSE/NEGLECT DATABASE](#)
 - a. Please follow instructions carefully! This form **MUST** be filled out online/typed, printed, signed, and returned to the office.
4. [IdentoGO](#)
 - a. Instructions on how to schedule your ten-minute fingerprint appointment.
5. [NOTICE TO APPLICANTS](#)
 - a. Information regarding your records.

This screening is needed for each school you are associated with, so if you have already completed similar paperwork at a different school, this new paperwork for BVWS is also required! Please stop in the office if you would like hardcopies of the attached paperwork.

As always, please contact the office with any questions. Thank you so much for helping out with BVWS Field Trips!

Sincerely,

Boulder Valley Waldorf School
office@bvwaldorf.org
(303) 652-0130