



1207 Cambridge Rd. * Coshocton OH 43812
PH: (740) 622-1901 * FX: (740) 623-5803 * www.coshoctoncityschools.com

Matt Nicholas
Superintendent

October 20, 2026

Dear Volunteer,

To ensure the continued safety and well-being of our students, all individuals serving as volunteers, whether in our schools or at athletic events, are required to complete both an FBI and BCI criminal background check before beginning or continuing volunteer service, in accordance with Board policy. Student safety remains our highest priority, and these requirements are part of our ongoing commitment to maintaining a safe and supportive educational environment.

Volunteers may complete the required background checks at the Coshocton County Career Center or the Coshocton County Sheriff's Office. The cost of fingerprinting is the responsibility of the volunteer; however, volunteers may contact a PTO representative to inquire about assistance with covering the cost. A copy of the completed background check must be submitted to the Board of Education Office and kept on file before volunteer service begins.

When completing the background check paperwork, please ensure that the Ohio Department of Education (ODE) is selected as a recipient of the results.

To support ongoing student safety, all volunteers are also required to enroll in the Ohio Department of Education's RAPBACK system. RAPBACK provides ongoing criminal record notifications and helps eliminate the need for repeated background checks solely for this purpose.

For volunteers whose FBI and BCI background checks were completed within the past 12 months specifically for the purpose of volunteering in our schools, the district will cover the cost of having the BCI results submitted to ODE so they may enroll in RAPBACK. Background checks that are more than one year old or that were completed for another purpose will not be accepted.

Moving forward, please contact the Board of Education Office at (740) 622-1901 to obtain the appropriate forms and instructions before completing your background checks. These forms contain the necessary information to ensure the results are submitted correctly. If a background check is completed without ODE listed as a recipient, the volunteer will be responsible for the cost of having the BCI results submitted to ODE to complete RAPBACK enrollment.

Mission Statement

Coshocton City Schools, in partnership with family and community, will empower individuals to become literate, respectful, responsible, and independent life-long learners in an ever-changing global society.

If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any offense identified in R.C. 109.571(A)(1), the volunteer will be notified that the Board no longer wishes to retain their volunteer services.

We appreciate your time, dedication, and cooperation in helping us maintain a safe and secure learning environment for all Coshocton City Schools students.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Nicholas", written over a light gray rectangular background.

Matt Nicholas
Coshocton City Schools

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