



Burlington Elementary School
5946 N. Orient Street
Burlington, KY 41005
(859) 334-4440
(859) 334-4446 Fax
www.burlington.boone.k12.ky.us

Andrew Gatewood
Principal

Erik Larson
Assistant Principal

Lisa Freking
Assistant Principal

Bethany Smiley
Guidance Counselor

Jennifer Hater
Family Resource Center

Deputy Roger Nelms
School Resource Officer

Dear Parents/Guardians:

An approved background check is required before you can volunteer in the school or chaperone a fieldtrip. Please complete the attached form and we will submit it to the state for processing. Please do not send this into the state because you will have to pay more money and will take longer to get back.

Effective 7/1/12 the Court of Justice began charging schools a fee of \$10.00 for a volunteer background check. Please include your form of payment by check or money made payable to Burlington Elementary School or you can pay cash (schools cannot make change)

Your approved background check will be valid at Burlington Elementary for a period of 3-years. We highly recommend that anyone that you might think of that would like to volunteer at school or just come to a picnic/activity with your student's classroom, they will have to have a background check on file too!!!

Thank you

\$10.00 Fee Payable to BES



Student Name _____

AOC-RU-007
Rev. 4-08
Page 1 of 1
Commonwealth of Kentucky
Court of Justice www.courts.ky.gov
Records@kycourts.net
KRS 17.160

YOUTH LEADER REQUEST

ADMINISTRATIVE OFFICE of the COURTS
RECORDS UNIT
100 MILLCREEK PARK
FRANKFORT, KENTUCKY 40601
502-573-1682 or 800-928-6381

The process to obtain the information contained in COURTNET is as follows:

Individuals serving as Youth Leaders

Your return envelope must be addresses with adequate postage and the other only needs the address of the person being checked or provide email addresses in place of envelopes.

FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you suspect the information contained on the record is incorrect or have any questions please contact the Records Unit (502)-573-1682 or (800)-928-6381

Please **PRINT OR TYPE** the individuals information **CLEARLY.**

FULL NAME: _____

ALIAS: _____

EMAIL: _____

SSN: _____ **D.O.B** _____ **DL#** _____

STREET ADDRESS/P.O BOX: _____

CITY,STATE,ZIP: _____

I understand that failure to accurately provide the information requested may result in my prosecution under K.R.S 523.100. I have provided the basic information necessary to qualify for record processing.

Requestor/Contact Person: Kimberley D. Zeis

Agency: Burlington Elementary School Phone: (859)-344-4440

Address: 5946 North Orient St. Burlington, Ky 41005

Email: Kim.Zeis@boone.kyschools.us