Shelly Millis, Superintendent
Montabella Community Schools
302 W. Main St. PO Box 349
Edmore, MI 48829
Phone: 989-427-5148 Fax: 989-427-3828

Michigan Department of State Police
Central Records Division
Freedom of Information Unit
7150 Harris Drive
Lansing, MI 48913

Michigan Department of State
Direct Record Access
Bureau of Driver & Vehicle Records
7064 Crowner Drive
Lansing, MI 48918

As a prospective volunteer of Montabella Community Schools, I understand that it is this school's policy to secure conviction criminal history and driving record information (only if transporting students) as part of their screening process using the information provided below:
Please PRINT legibly:

_____ _____ _____
Legal First Name M.I. Last Name

Child's School_____

Maiden Name/Names Previously Used_____

Birthday:_____ **Race:** _____ **Sex:** _____

I understand that the above information is required by the Central Records Division of the Michigan State Police, Lansing, MI. I authorize Montabella Community Schools to utilize the above information for the sole purpose of obtaining a conviction only criminal history file search and driving record.

_____ _____
Signature of Prospective Volunteer ***Date***

SCHOOL OFFICE ONLY:
_____ ICHAT
_____ Driver's License verification check (office official sign) _____
Reason for ICHAT? **Who to notify results?**

Superintendent OFFICE USE ONLY: *SUBMIT this request to the Montabella Central Office
***ICHAT check completed*_____**