Parents:

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, is implementing additional security checks for school volunteers. Effective immediately, all volunteers must have an application and clearance before interacting with children in the schools and/or at school events. Volunteers are now identified by two different categories: Level I or Level II. Please review the details below:

LEVEL I - ***This level requires the presence and supervision of a GCS employee at all times***. Level I volunteers must have a National Sex Offender Registry check run every time they volunteer at the school (this is the current process each time you check into a school and/or district office). Level I volunteers may volunteer in classrooms, work in the Media Center and participate in school activities as long as staff members are present.

LEVEL I application process:

- On the GCS website, the applicant enters: https://www.greenville.k12.sc.us/Parents/docs/volunteers.pdf and completes the form, checking the box for Level I on the left side of the form.
- The applicant prints the completed form and returns it in person to the main office of the school. Applicants must present a photo identification and the information will be entered into the system.
- Level I volunteers must sign in each time they volunteer.

LEVEL II – ***This level allows interaction with students without a GCS employee present***. Level II volunteers must have a National Sex Offender Registry check run every time they volunteer at the school as well as an annual criminal background check. *Chaperones for field trips are required to be a Level II volunteer*, regardless of the destination.

LEVEL II application process:

- On the GCS website, the applicant enters: https://www.greenville.k12.sc.us/Parents/docs/volunteers.pdf and completes the form, checking the box for Level II on the right side of the form.
- The applicant must also click on the link https://gcsd-is.Quickapp.pro/ on the application and complete the required information for the background check.
- The applicant prints the completed form and returns it in person to the main office of the school. Applicants must present a photo identification and the information will be submitted to the district office by school personnel.
- Applicants will be notified of the approval by school personnel. This process will only need to be completed one time a year for level II access. Schools are not provided details of the check other than approved or denied to assure confidentiality of the applicants.
- Level II volunteers must sign in each time they volunteer.

Hillcrest High School will begin implementing this process immediately. Our primary responsibility is to safeguard our children and ensure we are in compliance with the identified guidelines. Thank you for your cooperation as we work with our stakeholders to complete this process. All volunteers will be required to remain in the presence of a GCS employee at all times until applications for Level II are approved. Please feel free to contact me, a school administrator or a member of the PTSA Advisory Board.