

## ICHAT Process 2020-21

**UPDATE: 10/21/2020**

**Any volunteer who is not allowed to volunteer based on the ICHAT report will be notified by Nada. Nada will communicate with principals to let them know.**

**Electronic signatures for ICHATS are not accepted. The form can be typed electronically but the volunteer must sign the form not type his/her name.**

- All ICHATS requests should be sent to [ICHATS@dearbornschools.org](mailto:ICHATS@dearbornschools.org).
- We will not accept any hard copies or email requests sent to Nada, Bouthayna, or Rihab.
- All documents must be legible so please double check the clarity of the documents especially when you make a copy of the driver license.
- If multiple people deal with ICHATS at your building, send it to their email as well as your own email at the same time you send to the ICHATS email address. This email will be your confirmation that the document was sent to the appropriate email and will prevent sending duplicate requests. **Tip: If you would like to keep an electronic copy of the sent ICHATS, you can scan it to only to yourself, save it in a folder, then attach it and send it to the ICHATS email. This way you will have an electronic copy of all your documentation instead of a paper copy.**
- Do not scan all your ICHATS requests documentation and send them in one file. Each request has to be a separate file. **Tip: If you scan each one to your email first, you will be able to send multiple documents in the same email to the ICHATS email.**
- IChats are done on parents not students. We should deal with it as parent driven not student driven. Even though, all buildings would prefer to look up IChats by student names and buildings, students names are not and should not be connected to IChats. There are multiple reasons, for example:
  - One building can be added to the parent's names on the sheet even if the parent has children in multiple buildings.
  - Parents might have new kindergarten children a year or two after their IChats are submitted but the student name will not appear on the sheet.
- Please keep in mind that we will need 7-10 days to process the IChats. They could not be done instantly. Give yourself enough time to receive results in a timely manner.
- Any parent who submitted an IChat and is not on the list, might have restrictions. You can call Rihab, Bouthayna, or Nada to find out. The principal and the secretary to the principal should also have this information. **Any volunteer who is not allowed to**

**volunteer (has restrictions) based on the ICHAT report will be notified by Nada. Nada will communicate with principals to let them know.**

- Any parent who does not have a Michigan Driver License or ID, can only chaperone their own child. They cannot ride the bus, drive students, or watch other students. Parents having issues with this decision can call Ms. Nada Alamaddine and she will discuss it with them.
- Any parent with a conviction, can chaperone their own child but cannot chaperone, drive, or ride the bus with other students.
- If ICHATS@dearbornschools.org is not installed on your printer, you can either add it to the address book on the printer or call helpdesk to guide you through it or add it for you.

If you have any questions, please do not hesitate to contact HR. ICHATs email is added in the CC to this email so you can save it to your contacts if you wish.