

Parent Volunteer and Volunteer Criminal History through ICHAT Process 2025-26

Internet Criminal History Access Tool (ICHAT)

The Dearborn Public School District requires that a criminal background check, utilizing the Internet Criminal History Access Tool (ICHAT) from the Michigan State Police, be conducted for individuals whom administrators reasonably anticipate may have regular and continuous contact with students, or may occasionally be alone with students without the presence of a school staff member. This requirement applies to, but is not limited to, pre-student teachers, field trip chaperones, regular volunteers, and any individuals handling cash or district funds. Visitors to the school who are not expected to chaperone or supervise students are exempt from the ICHAT requirement.

To effectively manage the volume of ICHAT requests that our office receives, we kindly ask that the ICHAT form not be included in the routine paperwork for teachers or office personnel. This form should only be provided to individuals who are actively volunteering. Additionally, please remember that background checks should only be conducted when necessary, as the information gathered is personal and sensitive. Thank you for your understanding.

To assist in determining whether an ICHAT is necessary, please consider the following questions. If the answer is "yes" to any of these, an ICHAT is required:

1. Is this individual supervising students?
2. Will this individual be expected to be alone with students at any time?
3. Is this individual visiting the school on a regular basis?
4. Is this individual handling district funds?
5. Is this individual representing Dearborn Public Schools?

Instructions

- Active Dearborn Public Schools employees do not require an ICHAT.
- An ICHAT could only be completed on individuals with a proper Michigan ID or driver's license. Parents who do not possess a **Michigan driver's license** or **Michigan ID** (Passports or identification from a non-Michigan State is not accepted) may only chaperone their own child. They are not permitted to ride the bus, transport other

students, or supervise other children. If parents have concerns regarding this policy, they may reach out to Nada Alamaddine for further discussion.

- The ICHAT form must be completed and submitted to the student's school along with a valid Michigan driver's license. Please note that ICHATs are valid for three years.
- It is essential to use the most current version of the ICHAT form. For your convenience, please [click here](#) for the updated form.
- All ICHAT requests should be directed to ICHATS@dearbornschools.org.
- Electronic signatures are not accepted for ICHAT forms. While the form may be filled out electronically, it is required that the volunteer physically sign the document.
- We do not accept mailed hard copies requests for ICHATs.
- All submitted documents must be clear and legible; therefore, please ensure that copies of the driver's license are of high quality.
- If multiple individuals in your building are handling ICHATs, please send the request to both their email address and your own simultaneously when contacting the ICHATs email address. This practice will serve as confirmation that the documentation has been transmitted to the appropriate email and minimize the potential for duplicate requests. As a suggestion, if you would like to maintain an electronic record of your ICHAT submissions, you can first scan the documents to yourself, save them in a designated folder, and then attach them to the ICHATs email. This will provide you with an electronic copy of all documentation rather than relying on paper.
- Separate each ICHAT request documentation into individual files when submitting. A recommended approach is to scan each ICHAT form to your email first and save them in a folder on your desktop, allowing you to select multiple documents to send as attachments in one email to the ICHATs address.
- It is important to clarify that ICHATs pertain to parents, not students. This process is parent-driven rather than student-driven. Although buildings may prefer to look up ICHATs by student names, students' names should not be linked to ICHATs for several reasons:
 - A building may be listed under a parent's name even if that parent has children enrolled in multiple locations.

- Parents may have new kindergarteners enrolled years after their ICHAT submissions, but the students' names will not be present on the list.
- Please allow 7-10 days for processing ICHATs, as they cannot be completed immediately. Ensure that you allocate sufficient time to receive the results promptly.
- If a parent has submitted an ICHAT and is not included on the list, they may have restrictions. For more information, please contact Human Resources. The principal and the principal's secretary should also have this information available. Volunteers with restrictions based on the ICHAT report will be informed by the Director of Human Resources, who will also update the principals accordingly.
- Parents with a conviction may chaperone their own child but are prohibited from supervising, transporting, or riding the bus with other students.
- If the ICHATS@dearbornschools.org email address is not installed on your printer, please add it to your address book or contact the help desk for assistance.

Should you have any questions, please do not hesitate to reach out to Nada Alamaddine, Director of Human Resources.

Volunteer Background Check Guidelines

Based on District Policy 3020.09 Volunteers and 2340 Field and other district sponsored trips

All Volunteers and Chaperones must fill out a Criminal Conviction History Form acknowledging that they will abide by Board Policies and District Guidelines while on duty as a volunteer.

A copy of the applicant's driver's license or other government issued identification should be attached to the application to verify proper name and date of birth.

Parents will not be prohibited from attending field trips with their own child. Approval as a volunteer and chaperone is required to oversee students other than their own children.

All Volunteers and Chaperones shall be required to pass a criminal history check through the Michigan State Police Internet Criminal History Tool (ICHAT). Volunteers will pass the criminal history check based on the following criteria:

- No felony convictions
- No misdemeanor convictions involving crimes against a person within the past 10 years. Crimes could be larceny, assault, driving under the influence, etc.
- Any alcohol or drug related conviction within the past 10 years prohibits the volunteer from **driving students** other than the volunteer's children.
- Volunteers and Chaperones driving students are required to have a valid driver's license and proof of insurance for their vehicle – See Policy 8660.

Applications should be submitted to HR a minimum of two weeks prior to the first date of volunteering.

Applicants not cleared through ICHAT may be cleared through a fingerprint criminal history check.

HR will notify Building Principals of applicant approval or denial status and maintain a district wide database of approved volunteers. Once cleared through ICHAT the volunteer is authorized for a three (3) year period.

Building administrators and/or field trip coordinators have the right to disqualify any volunteer or chaperone.