

**Shelly Millis, Superintendent  
Montabella Community Schools  
1390 E. North County Line Rd  
Blanchard, MI 49310  
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***

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

<b><i>Superintendent OFFICE USE ONLY: *SUBMIT this request to the Montabella Central Office</i></b> <b><i>*ICHAT check completed</i></b> _____
---