



Jeffco ID # \_\_\_\_\_  
(HR Use)

**Person of Interest: School-Based – Not a Paid Employee**

Please fill out all fields

Name: \_\_\_\_\_ SSN #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Start date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ End date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

School(s) where assigned (list all) \_\_\_\_\_

Current College/University (required for student teachers & Interns) \_\_\_\_\_

Signature of Person of Interest: \_\_\_\_\_

**Type of assignment (check one):**

**This column – Background Screening REQUIRED**

**This Column - NO Background Screening Required**

- Student Teacher
- Boettcher
- Motor Intern Student
- School Counselor Student
- School Psychologist Practicum Student
- Speech Language Pathologist Student
- School Social Worker Practicum Student

- Student Teacher Field Placement (1-249hrs.)
- Exchange Teacher
- School Support Volunteer
- School Support Consultant (ex: JCMH therapist, Site professor, etc): \_\_\_\_\_

**Systems Access**

- All POIs are given access to email, ESS/Access Jeffco, and school site servers.
- POIs with a qualifying Type of Assignment may receive access to additional systems, such as Infinite Campus, Enrich, and Acuity/YPP.
- If voicemail is needed, there is a one-time charge of \$13.75 for setup.
- Inquiries concerning additional systems access or issues should be directed to User Security.

**Required for Student Teachers/Interns**

Cooperating Teacher's Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Cooperating Teacher's Grade Level or Curriculum Area: \_\_\_\_\_

Cooperating Teacher's Signature: \_\_\_\_\_

**X** \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Principal/Manager's signature

**Send completed forms** - email to [laura.stumpf@jeffco.k12.co.us](mailto:laura.stumpf@jeffco.k12.co.us) and [laura.young@jeffco.k12.co.us](mailto:laura.young@jeffco.k12.co.us)  
Contacts: Laura Stumpf 303-982-6813 or Laura-Jean Young 303-982-6538



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**Person of Interest – Not a Paid Employee**

**General Information**

Person of Interest Name: \_\_\_\_\_

Have you worked with Jeffco previously?  Yes  No

If yes, please list any other first names and/or last names you may have provided. (This will help us locate you in our system): \_\_\_\_\_

The following general information may be provided on a voluntary basis.

**Gender:**  Female  Male

**Date of Birth:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Ethnicity:**

**If you choose to answer the following questions, please answer both questions below:**

1. Do you consider yourself to be of Hispanic/Latino origin (choose one)

2. Which of the following groups describe your race? (You may choose one or more)

No, Not Hispanic/Latino

American Indian or Alaska Native

Yes, Hispanic/Latino

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

I choose not to provide this information



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## NON EMPLOYEE CONFIDENTIALITY AGREEMENT

Name: \_\_\_\_\_

As a non employee of the Jefferson County Schools, you may have access to confidential or sensitive employee or student information. That information may include personnel record data, student record data, medical information or health care records, financial details, salary and benefits information, performance evaluation data, disciplinary action information, work status information and other confidential information or materials.

Jefferson County Schools has both a legal and ethical obligation to protect the confidentiality and privacy of information relating to its employees and students. It is the policy of the Jefferson County Schools to maintain strict confidentiality of human resources and student information. The sensitivity and personal nature of this information must be protected. Confidential information about an employee and students should be accessed only as authorized by supervising staff; records should be stored in a secure environment when not in use and not disclosed to unauthorized personnel. Unauthorized accessing of records (computerized or paper), divulging confidential information to an unauthorized third party, using confidential information for personal use and or removing of confidential information from the premises is strictly prohibited.

Failure to maintain confidentiality of employee and/or student and district information as described above and in the policies referenced below will result in termination of my assignment and applicable legal recourse.

By signing this document I acknowledge that the confidentiality obligations of this agreement will survive my service to the District and I am agreeing to comply with District Polices EHAA, EH, EJ, EGAEA, GBEE, GBJ, JRA, and JRC. These polices can be accessed via the following link:  
<http://www.boarddocs.com/co/jeffco/board.nsf/Public?OpenFrameSet>

Non-Employee Role: \_\_\_\_\_

Jeffco School(s) where assigned: \_\_\_\_\_

Person of Interest Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person of Interest Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_