**Status Definitions**

**Approved Background Check** – A local background check has been completed (Pinellas County). The person can begin volunteering in the school *–* Volunteers must be supervised

**Approved-Level 2** – The volunteer has been fingerprinted. Results came from the FBI/FDLE Unsupervised Volunteer Status

**Approved – Level 2 Limited** - The volunteer is approved and limited in their volunteer capacity. *Example: No handling money, no driving or unable to do both -* Results came from the FBI/FDLE Unsupervised Volunteer Status

**Approved-National Background** – National background checks (not all county courts participate in this database. - Volunteers must be supervised

**Checking Background** – The volunteer registration is being processed for a background check. **Cannot volunteer** until background check has been completed.

**Duplicate –** Do not use this profile

**Hold Background Pending** – Cannot Volunteer in a Pinellas County School due to incomplete information on registration form or a criminal history has been indicated and the background check needs to be completed. Profile may be missing social or driver’s license information. See comment box in Volunteer Profile Screen.

**Hold-Conditional Rehire** – Cannot Volunteer in a Pinellas County School until employment history has been reviewed and eligibility status has been updated.

**Limited Volunteer –** The volunteer is approved and limited in their volunteer capacity. *Example: no handling money, no driving or volunteer has no social. If they have a social, call with the number; do not send in an email. Update the driver’s license information and send an email indicating information has been updated. Comment box and status will be updated.* Volunteers must be supervised

**Not Eligible Due to No Rehire -** Cannot Volunteer in a Pinellas County School until employment history has been reviewed and eligibility status has been updated.

**Not Eligible to Volunteer** – Cannot Volunteer in a Pinellas County School due to Criminal Conviction Status. This decision is based on PCS policy. Volunteers can appeal their ineligible status by writing an appeal letter and attaching letters of recommendation. Attn: Michelle Roberge

The Principal or the Principal designee contacts the person.

**Ok while PCS Student –** Students under the age of 18 are not background checked. Home school and children from another county are approved to volunteer. – Do give them priority status; leave the default “Additional Approval Not Requested”. Their status will default to “Hold Background Pending” when they turn 18. Please notify our office when the volunteer status has changed.

**Definition of Volunteer Profile Fields in Focus**

**Active –** Indicates the volunteer status is active in the current school year. New Volunteers are automatically “Active”. They cannot volunteer until their Volunteer Status has been nationally or locally approved.

**In-Active** – Cannot volunteer until status is activated, by answering the questions in Focus.

**Volunteer Status –** Indicates background Check level

**Comment Box** – Office of Strategic Partnerships – Comments regarding volunteer’s profile, such as criminal offenses or driver’s license information needed.

**Entry Date** – Is the date the registration was entered into Focus. Focus automatically enters this date

**Priority Request** – Indicates the level of background check that will be done. *Field Trip, Mentor, Tutor…*

**Priority Request Comments** – Misc. Information

*Liaisons can make changes in the volunteers’ profile – Click on the dots to make a Name, address, phone, email, priority request change. Any changes and updates can be made in any of the other tabs. Do not create a new profile due to a name change.*

**DO NOT WRITE CRIMINAL OFFENSES ON THE VOLUNTEER’S PROFILE**