

**DIRECTIONS FOR THE REQUIRED MENTOR FORMS**

The mentor forms are *required* in order for you to participation in the Mentorship program; we must run a DPS criminal background check and clear all mentors intending to work with our Westlake students. A background check must be run *regardless* of whether you have completed a recent check elsewhere. Forms can be returned to the student, scanned and sent to Mrs. Baker, or mailed to Mrs. Baker. Please keep in mind that it takes significantly longer to obtain the forms when sent through the mail. **Despite the form suggesting a cost of $24.95 to be fingerprinted, the background check is FREE to you and you do not need to be fingerprinted.**

Form #1: General Mentor Information

* This form is for the Mentorship teacher and will be used to contact you as needed.

Form #2: Information for Criminal Background Check

* This form provides all necessary information to run the DPS background check. Please check that you have completed the appropriate sections; many inadvertently leave off their date of birth.
* We only need the *last four digits of your social security number*.
* Be sure to complete the form with your LEGAL name.

Form #3: DPS CCH Verification Form

* This form authorizes the district to use the information you provide on form #2 to run the DPS background check.
* Sign and date this form on the lower left side *only*.
* **YOU DO NOT HAVE TO BE FINGERPRINTED despite the form stating fingerprints at a cost of $24.95 are required.**

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