

# Mentor Profile

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Mentor's Name

Mentor's Work Title

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Workplace

City

State

Zip

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Workplace Address

Workplace Phone

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Fax

Email

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For our students' safety and well being, the school submits all Mentor Profiles to the authorities for background Checks. A date of birth, Social Security number, and a copy of a photo ID (preferably Driver's License) are required for the check.

- **Mentors who don't want to supply their Social Security number may request their own police check and submit a copy that is no more than 1 year old.**
- **Mentors whose employers have conducted a background check may submit a copy that is no more than 1 year old.**
- **The school must do police checks regularly. Returning mentors must be processed once a year.**

Students do not begin an LTSP project until the police check has been cleared. Start dates can be targeted and the mentor will be notified as soon as the process is complete and the LTSP can begin. Your signature below indicates your agreement to conduct a police check.

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**Mentor Signature**

**Date**

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**Please print your name**

**Date of Birth**

**Social Security #**

Please return this form to the school as soon as possible. LTSP's cannot begin until police checks are completed.

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**Intern Name**

**Advisor/Crew Leader**

**Targeted Start Date**

The school district respects the rights of all individuals. The information provided here, as well as all information obtained in the process of the police check, is considered confidential and will not be shared with anyone other than the processing and decision making agents at the school. A copy of the Police Check Procedures for Mentor Profiles is available on request.