

August 2005

Dear Parents and Guardians,

Welcome back to a new school year! I am sure that you and your child(ren) are excited to be back in school. This new school year will be filled with joy and enthusiasm for learning.

Your child's teacher, principal and pastor are also excited to be back in school. They have been working hard over the summer preparing for the arrival of the students. One area in which we continue to be most concerned is the safety and wellbeing of our students. In order to fully insure student safety we are asking each parent, guardian or non-parent volunteer to complete the attached *Application Form For Persons Volunteering to Work with Children and Youth*. Please return the completed form to your child's Principal at your earliest convenience, but no later than September 15th.

In addition to completing this form, parents, guardians or non-parent volunteers having regular contact with children and youth will be asked to be LiveScan – fingerprinted and cleared. Your child's Principal will notify you if you fall under the category of having “regular contact”.

I realize that this added expectation is both time consuming and costly. However, what price can be put on making sure each student is safe? Thank you for your willingness to cooperate with your Principal's efforts to comply with our Department of Catholic Schools' policy. Please be assured that the information that you provide will remain confidential, will be seen only by your child's Principal, and will be kept in a locked and secured file.

Sincerely yours,

Ms. Maureen Huntington
Superintendent of Catholic Schools
Archdiocese of San Francisco