



AOC-RU-007
Rev. 4-08
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Commonwealth of Kentucky
Court of Justice www.courts.ky.gov
Records@kycourts.net
KRS 17.160

YOUTH LEADER REQUEST

ADMINISTRATIVE OFFICE of the COURTS
RECORDS UNIT
100 MILLCREEK PARK
FRANKFORT, KENTUCKY 40601
502-573-1682 or 800-928-6381

The process to obtain the information contained in COURTNET is as follows:

Individuals serving as Youth Leaders

Your return envelope must be addresses with adequate postage and the other only needs the address of the person being checked or provide email addresses in place of envelopes.

FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you

suspect the information contained on the record is incorrect or have any questions please contact the Records Unit
(502)-573-1682 or (800)-928-6381

Please **PRINT OR TYPE** the individuals information **CLEARLY.**

FULL NAME: _____

ALIAS: _____

EMAIL: _____

SSN: _____ D.O.B _____ DL# _____

STREET ADDRESS/P.O BOX: _____

CITY, STATE, ZIP: _____

I understand that failure to accurately provide the information requested may result in my prosecution under K.R.S 523.100. I have provided the basic information necessary to qualify for record processing.

Requestor/Contact Person: Kimberley D. Zeis

Agency: Burlington Elementary School Phone: (859)-334-4440

Address: 5946 North Orient St. Burlington, Ky 41005

Email: Kim.Zeis@boone.kyschools.us

BURLINGTON ELEMENTARY SCHOOL



Where Eagles Fly and Students Soar

Kim Gilbert
Principal

Chris Roberts
Asst. Principal

Neena Ambrose
Counselor

Stephanie Strausbaugh
Counselor

Jennifer Hater
FRC Coordinator

Dear Parents/Guardians,

An approved background check is required before you can volunteer in the school or chaperone a fieldtrip. Please complete the form on the back and we will submit it to the state for processing.

Effective 7/1/12, the Court of Justice began charging schools a fee of \$10.00 for a volunteer background check. Please include this payment in the form of either cash or check made payable to Burlington Elementary School.

Your approved background check will be valid at Burlington Elementary for a period of 3 years.

Thank you.