



SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391
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Board Members

MARGARET LOFTON
DISTRICT 6
CHAIRMAN

July 23, 2007

FRANK J. O'REILLY
DISTRICT 1

MEMORANDUM

LORI CUNNINGHAM
DISTRICT 2

TO: All Vendor/Contractors

HAZEL SELLERS
DISTRICT 3

FROM: Greg Bondurant, Director of Safe Schools

BRENDA REDDOUT
DISTRICT 4

RE: National Sex Offender Public Registry

KAY FIELDS
DISTRICT 5

Please be advised effective July 23, 2007, you will be required to screen all employees, representatives or subcontractors who have not been level II screened, who will need access to our school campuses while students are present. This is to ensure that they are not registered as a sexual offender or sexual predator. Those who have met level II screening requirements will not need to be screened against the registry.

TIM HARRIS
DISTRICT 7

C. WESLEY BRIDGES II
School Board Attorney

Please follow the process as described below to ensure that your representative(s) are authorized to access school campuses. Failure to complete the process as described will prevent your representatives from having access to our school campuses.

Administration

GAIL F. MCKINZIE, PhD
Superintendent of Schools

- a. Download the Vendor/Contractor National Sex Offender Public Screening Form from our website (www.polk-fl.net). The form is found in the quick links – Jessica Lunsford Act. You must search employees record by accessing the National Sex Offender Public Registry website (www.nsopr.gov). Please provide all information as requested on the form. Failure to do so may delay issuing clearance for you, your employees, or your representative(s). Make sure you type or print the information clearly.
- b. Once the form is completed, mail it to Greg Bondurant, Director of Safe Schools, The School Board of Polk County, P.O. Box 391, Bartow, Florida 33831. To expedite the process you may fax the form to 8963.534.0418.

After we validate your information, we will return a copy of your form to you authorizing those cleared to access our campuses. We will work with you to make the clearance process as simple as possible for you, your employees and representatives.

If you have questions concerning this process please contact Greg Bondurant at 863.534.9251 or Ann Marshall at 863.534.9253.

FRED L. MURPHY
Assistant Superintendent
Support Services

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