

FORT THOMAS

INDEPENDENT SCHOOLS

November 1, 2022

To Whom It May Concern:

Recent improvements to the technology infrastructure and access control software used by Fort Thomas Independent Schools has allowed us to implement new security protocols around the district. We are always striving to make improvements which will keep our students, staff, and community safer. One of the new security protocols we are adopting involves the use of district facilities for community programming. The youth sports team or organization you are coaching or sponsoring is subject to these security protocols.

We appreciate you volunteering to work with the youth of our community and will make our facilities as available as we can to you while still maintaining building security. It is our intention to keep all district facilities locked during practices and meetings but issue an access card to authorized coaches and sponsors which will permit you to enter the building and location which you are scheduled to utilize during your scheduled time.

To become authorized and obtain an access card you will need to submit information to Fort Thomas Independent Schools so that a background check can be performed and/or reviewed. If you have already submitted this information to serve as a chaperone on a school field trip, you have satisfied this requirement. If not, please submit the attached Youth Leader Request Form and return to Fort Thomas Independent School for processing. If you do not currently have a student attending a district school, please submit the \$10 processing fee as well. If the governing agency for your group, i.e. Boys Scouts of America, Amateur Athletic Union, etc. requires a background check to be a coach or sponsor, you may submit that background check to the district for our review in lieu of completing the Youth Leader Request Form. Please submit all information and questions regarding your background check to Jerry Wissman, Director of Operations for Fort Thomas Independent Schools at jerry.wissman@fortthomas.kyschools.us.

Your access card will contain a photograph; therefore you will need to submit a recent photograph to the district or arrange a time to have your photograph taken at Central Office. You may submit your photograph to Jerry Wissman, Director of Operations for Fort

Rich in Tradition Focused on the Future

HIGHLANDS HIGH
HIGHLANDS MIDDLE
JOHNSON ELEMENTARY
MOYER ELEMENTARY
WOODFILL ELEMENTARY

Thomas Independent Schools at jerry.wissman@fortthomas.kyschools.us. The final requirement requires you to review a series of conditions for having a card issued to you and provide your signature agreeing to these conditions. Violation of these conditions may result in the cancellation of the access privileges associated with your access card and forfeiture of your practice/meeting time.

Once we have approved and issued an access card, you can schedule your practice or meeting time with the Principal/Designee at the school where you would like to practice or meet. If you are a group that is not affiliated with the school district or a booster organization recognized by the district, additional applications will be required to use district property. Depending on the classification of your group, rental or supervisory fees may apply to your use of district facilities. Information about these additional requirements may be obtained at <https://www.fortthomas.kyschools.us/departments/facilities>

If you have questions about this program, the access card agreement, or conditions of operation please do not hesitate to contact me via the email address listed above or by phone at 859.815.2018

Sincerely,



Jerry Wissman
Director of Operations
Fort Thomas Independent Schools

ADMINISTRATIVE OFFICE OF THE COURTS
RECORDS UNIT
1001 VANDALAY DRIVE
FRANKFORT, KENTUCKY 40601
502-573-1682 or 800-928-6381
records@kycourts.net



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

Individuals*

Requesting a record on yourself requires a \$25.00 fee (check or money order). If you do not receive a response in 30 days contact us at the number listed above. ***FTIS will pay fee when submitted through central office.**

Nonprofit/Commercial/Others

Requesting a record on individuals requires a \$25.00 fee (check or money order).

Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you suspect information contained on the record is incorrect, or have any questions, please contact the Records Unit at (502) 573-1682 or (800) 928-6381.

PLEASE **PRINT OR TYPE** THE INDIVIDUAL'S INFORMATION **CLEARLY**.

SOCIAL SECURITY NUMBER: _____ DLN: _____

NAME: _____

MAIDEN NAME(S) AND/OR ALIAS: _____

DATE OF BIRTH: _____

STREET ADDRESS/P.O. BOX: _____

CITY, STATE, ZIP CODE: _____

I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS 523.100. I have provided the basic information necessary to qualify for record processing and exemption of fees - if applicable.

*** ALL INFORMATION BELOW IS REQUIRED.**

Individual's Signature _____

Fort Thomas Independent Schools _____

Company

Jamee Flaherty _____

Requestor/Contact Person

28 N. Fort Thomas Ave _____

Address

Fort Thomas, KY 41075 _____

City, State, Zip

Date _____

E-mail address _____

Telephone Number _____

Please denote which purpose applies to this request:

Employment

Criminal Investigation

Screening Housing Applicants

Volunteer/Care over Juvenile

Licensing

Other (please explain) _____