

## Applicant Guide to AACPS 'Commercial' Online Background Check

Please proceed if you are going to be a chaperone, adult volunteer, or paid contractor for SLS and you have been asked to fill out a 'commercial' online background check. *Note: if you are going to be an Overnight Chaperone or are a paid contractor with potentially unsupervised student contact – you will be asked to apply for a fingerprint-supported background check and instructions will be provided to you.*

1. Go to [www.aacps.org](http://www.aacps.org)
2. Click on the "Families" tab.
3. On the lower left, under "Resources", click on "Chaperone/Volunteer Background Investigations".
4. Scroll to the bottom of the page and click on "Apply for a Background Check".
5. This takes you to the self-guided application.

**Online Authorization Process**

**Welcome**

Please enter your Personal Information in the fields below to gain access and begin the background check data collection process. Thank You.

First Name: \*

Last Name: \*

Email Address:

Select a School: \*  
Please Select a Position

Google, Compass, Red Circle, Globe, Blue 'e' logo, network solutions logo with SECURE and DATA ENCRYPTED text.

Follow the prompts to fill out the application. **NOTE:** For the following fields, fill out the following info:

**Date you wish to start volunteering:** date you start your contract, date of event

**Relationship to student:** none (or parent if you happen to be one)

**Field trip location and date:** SPMS (or appropriate location) and date you start your contract or date of event

**Please enter reason for this application:** Volunteer - even though you may be a paid contractor, or Chaperone

6. Any questions or requests for technical assistance should be directed to Inquiries, Inc. at 410-819-3711 or 1-866-987-3767. Please do not call the AACPS Help Desk for questions or technical assistance.