

Woodridge Local School District

SEX OFFENDER NOTIFICATION TO SCHOOL EMPLOYEES

*** * * CONFIDENTIAL * * ***

TO: Administrators, principals, teachers, tutors, educational aides, coaches, guidance counselors, school psychologists, librarians, building-level secretaries, transportation coordinators, bus drivers, custodial personnel

FROM: _____, Superintendent

DATE: _____

Re: SEX OFFENDER NOTIFICATION

You are hereby notified that I have been informed that a habitual sex offender or sexual predator has registered with the county sheriff as a resident of the _____ School District.

Relevant Information

Offender's/Delinquent Child's Name: _____

Offender's/Delinquent Child's Address: _____

Offense Convicted of/Plead Guilty to/Adjudicated a Delinquent Child for: _____

Offender's/Delinquent Child's Physical Description (if a photograph of the individual is available it will be attached or available at _____):

Height: _____ Weight: _____

Eye Color: _____ Hair Color: _____

Distinguishing Markings: _____

Other: _____

Pursuant to State law, all information contained in this Notice is CONFIDENTIAL and MAY NOT BE DISCLOSED to any persons not authorized to receive the information pursuant to Board Policy 8350. Employees receiving this information are specifically prohibited from disclosing it to other employees, students, or persons outside the school system. Any employee who violates this confidentiality may be subject to disciplinary action and/or individual civil liability. Employees provided this Notice are expressly required to maintain said information as confidential and store it in a manner so that it is not lost, stolen, or released or viewed by unauthorized individuals. Any violation of this confidentiality requirement shall be considered to be misconduct and action outside the scope of the individual's employment with the District.

If the Superintendent receives notice from the sheriff that the above-named offender has relocated outside the School District, all employees will be notified and required to return this Notice and any other materials relating to the offender to the Superintendent for proper disposal within five (5) school days.

10/1/13