



St. Jude the Apostle School

9150 Highland Road • Baton Rouge, LA 70810 • (225) 769-2344 • FAX: (225) 769-0671 • www.stjudebr.org



Dear St. Jude families –

The Diocese of Baton Rouge has adopted *Charter for the Protection of Children and Young People*. Anyone who wants to volunteer in any capacity at St. Jude the Apostle School must be in compliance with this policy. ALL requirements must be met in order to volunteer for the following: room parent, athletic coach, field trip chaperone, cafeteria volunteer, event volunteer, etc.

You only have to complete the Child Protection process once.

Requirements:

1. Complete an [EAPPS application](#) and return to school.
2. Read [The Code of Ethics and Behavior for Adults who Minister with Minors in the Diocese of Baton Rouge](#), sign the acknowledgment form, and return to school.
3. Complete “Recognizing Child Abuse Training” (at [Serving Vulnerable Populations Online Training](#)), print the certificate at the end of the training, and return to school.
4. Make an appointment with IdentoGO, which is located 6555 Siegen Lane - Suite 13, to complete your background check. See attached instructions on how to schedule your appointment.

Requirements must be met at least two weeks prior to volunteering. Please submit all documentation, including a copy of your receipt, to our Child Protection Coordinator Lori Layman. You may reach her at llayman@stjudebr.org if you have any questions regarding this process.

Faith, Academics, Excellence



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Safe Environment Training Instructions

Step 1: Visit the Safe Environment Training [website](#)

Step 2: Click on the “Create new account” button to register (one account per person)

Step 3: Complete ALL information on the registration page

Step 4: Click “Create my new account” button to create your account

Step 5: Click the “Continue” button to confirm your account and enter the training site

Other notes:

- Training works on computers, tablets, and smartphones
- Training website is for adult learners only
- Tech support available online: 225-455-1898
- If you have any additional issues, please contact Lori Layman at llyman@stjudebr.org

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Fingerprint Service Code Form

Service Name: Louisiana Adam Walsh Act Applicant

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

27KB62

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

When prompted, please enter the following:

ORI (Originating Agency Number) : LAAWA2003

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States



Don't have access to the Internet? You can still schedule an appointment by calling 844-539-5543.