



# SAINT IGNATIUS

COLLEGE PREP

*A Jesuit school founded in 1869.*

1076 West Roosevelt Road  
Chicago, Illinois 60608-1594  
P (312) 421-5900  
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[www.ignatius.org](http://www.ignatius.org)

Dear Prospective Employee or Volunteer,

Thank you so much for offering your time and talent to assist our students and programs at Saint Ignatius.

As you know, the Archdiocese of Chicago and the National Conference of Catholic Bishops have created a plan regarding the protection of children in our ministries and schools. In order to implement this plan at Saint Ignatius we have done background checks on all of our employees. In addition, we are doing background checks on all volunteers who actually work with our students in any capacity including coaching, chaperoning, and mentoring.

As a volunteer you are required to complete the background check prior to your day(s) of service. We appreciate the fact that this is a new requirement for our volunteers, but we trust that you understand how seriously we take the safety of our students. The instructions for completing the one-time background check are on our website. Please go to [www.ignatius.org](http://www.ignatius.org), click on "Parents" (at the top right of the screen)...click on "Volunteer Background Checks" (on the left)...click on Background Checks" (on the left)...click on "Prospective Employee/Volunteer Check Instructions.

The results of the check will be given to me through Greg Gleason, Vice President of Finance, who coordinates this process for our employees. I can assure you that the results are confidential. If you hear nothing back from me following your completion of the process, you can assume that you have passed the check. If there is an issue, I will discuss it with you and will tell no one.

There are three (3) other things you need to do:

1. A workshop from the Archdiocese of Chicago called *Protecting God's Children for Adults* is also required of anyone working with students in a Catholic school setting. Once completed this workshop allows you to contribute to any Archdiocesan youth program in the future. To register for the workshop go to [www.virtus.org](http://www.virtus.org) and click on "registration" on the left. Once the workshop is completed, please mail us a copy of the certificate. If you have already completed Virtus training and Ignatius does not have a copy of the certificate on file please mail it in.
2. Please complete the attached CANTS form and mail it to the school **not** to the State. The school will in turn forward the form to the State of Illinois.
3. Finally, please read the attached Code of Conduct and sign and return the Acknowledgement Form.

All of the above should be mailed to the attention of Anne Baker in the Principal's Office. If you have any questions, please contact me. Again, thank you for your involvement at Saint Ignatius.

Sincerely,

Catherine A. Karl, Ph.D.  
Principal

Gregory G. Gleason  
Vice President of Finance