

FINGERPRINTING INSTRUCTIONS

1. Fill out and sign volunteer application, Leave application at the school. When the principal signs the application, the secretary will send it to the District Office.
2. The school secretary will make a copy of your Driver's License or picture ID card and will attach it to the application.
3. Once the application is sent to the District Office, the volunteer will be contacted to be scheduled for fingerprints.
4. If you will be volunteering on a regular basis (weekly, monthly) more than a couple of days per year, you must also provide a negative TB skin test before you can be approved.
5. The District Office will notify you when fingerprinting has cleared.
6. An identification badge will be provided to you at District Office.
7. All volunteers must wear their ID Badge while on campus or at a District event when performing volunteer services.
8. Applications need to be renewed each school year.