



FINGERPRINT POLICY FOR EGUSD VOLUNTEERS



www.egusd.net

Who does the Elk Grove Unified School District consider to be a volunteer?

A volunteer is defined as an unpaid person assisting under the direction and/or direct and indirect supervision of a licensed teacher, administrator or District employee.

Examples of volunteer assistance includes (but is not limited to):

- Regularly scheduled classroom support
- Day field trip chaperone
- Overnight field trip chaperone
- After-School program supervisors
- Club Sponsors
- Athletic Coaches
- Student Interns

What is the Elk Grove Unified School District's fingerprint policy for volunteers?

Applicants interested in volunteering should contact the school directly to obtain information regarding volunteer opportunities available.

All volunteers who participate must complete a DOJ fingerprint LiveScan as part of a criminal background check and must receive background clearance from the District prior to volunteering. Additionally, volunteers who have "frequent and prolonged" contact with students must provide documentation of a negative T.B. test in accordance with District Policy.

Why does the district require volunteers to be fingerprinted?

Student safety is the Board of Education's top priority, and the Board wants to take every precaution to ensure students and schools are safe. It is another step toward student safety in addition to existing safety measures, School Resource Officers, and closed campuses.

Who will be required to be fingerprinted?

All volunteers who help out under both the direct and indirect supervision of a district employee, need to be fingerprinted.

Do current employees need to be fingerprinted?

No, current employees are automatically cleared to volunteer.

Do former employees need to be fingerprinted?

Yes. When an employee retires from or terminates employment, the District is no longer authorized to receive background information on that employee. As such, reprinting is required for former employees who wish to volunteer to enable the district to receive subsequent background information.

Do student volunteers need to be fingerprinted?

Student volunteers that are not currently enrolled as students in the District and/or are 18 years of age or older need to be fingerprinted.

Do individuals who have completed LiveScan fingerprinting for another agency such as the California Teaching Commission (CTC) or another District need to re-print with EGUSD?

Yes. Agencies are not permitted to share and/or distribute an individual's background report. Therefore individuals must reprint and be cleared by EGUSD prior to volunteering, even if clearance has been granted by another district or agency.

What do the background checks look for?

Volunteers are held to the same standard as all district employees, who may not begin work until clearing a fingerprint check. State law forbids people with convictions for sexual crimes, drug crimes, or serious or violent felonies from being employed by schools. The district extended this policy to cover EGUSD volunteers who work with students. Many charitable organizations like Big Brothers and Big Sisters also fingerprint their volunteers.



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Will I have to pay anything?

The district will cover the cost of fingerprinting for all volunteers who fingerprint at the District Office during regular fingerprinting hours.

There is also an option to complete LiveScan fingerprinting outside the District's fingerprinting hours at designated local UPS Store locations and prescheduled mobile services that can be made available, if requested, at specific school sites for a \$12 fee to be paid by each individual directly to the UPS Store.

Where will fingerprinting take place?

Fingerprinting is available in room 103-A at the Robert L. Trigg Education Center, 9510 Elk Grove-Florin Road, Mondays & Wednesdays 8:30-10:30 a.m. and Tuesdays & Thursdays 2:30-4:30 p.m.

Preferred UPS Store Locations

Monday through Friday 8:00 a.m. and 6:30 p.m.
Saturday 9:00 a.m. through 5:00 p.m.

How long does it take to get results?

Typical results are available on average, within 7-14 days. However there are occasions where results are received sooner than 7 days and longer than 30 days. Who has access to my LiveScan results and background information? Information contained in the DOJ LiveScan report is highly sensitive and confidential information and is treated as such. Access to the specific information contained in the report is limited to the District's Custodian of Records and the Superintendent and/or Superintendent's designee.

How will volunteers and schools be notified?

School Site Administrators and School Secretaries have access to the list of individuals who have been cleared by the District to Volunteer. This list is updated weekly. Potential volunteers can then check with the school site they would like to volunteer at to see

if clearance has been received. If clearance is not granted, volunteer candidates will be notified in a written communication mailed to the address provided at the time of fingerprinting.

Will parents who transport students to athletic events or field trips need to complete the Criminal Justice check?

Yes. Parents who drive students to various activities will need to be fingerprinted and complete the auto usage form, which requires drivers to have a valid California Driver's License and appropriate automobile insurance. Drivers must be at least 23 years of age.

How long is my fingerprint clearance good for?

Volunteers only need to fingerprint one time. Once a volunteer is fingerprinted and receives clearance to volunteer, the District will continue to receive subsequent background information until otherwise notified. Please contact the Fingerprinting Office for more information.

Do visitors/observers need to be fingerprinted?

"Visitors or observers" are parents/guardians and other interested members of the community that are invited to campus on an occasional basis for a specific purpose. Examples include (but are not limited to): parent/teacher conferences, open house, class parties, school-wide events etc.

Visitors are not considered volunteers and do not need to be fingerprinted. However, all visitors shall register immediately upon entering any school building or grounds during school business hours and sign out when leaving.

For more information, please contact:
The Fingerprinting Office
(916) 686-7795, ext. 67172