

Lodi Unified School District
Personnel Department
1305 E Vine St
Lodi, CA 95240

**VOLUNTEER FINGERPRINT
REQUEST FORM**

Volunteer telephone numbers: Home: _____ Cell: _____

To Personnel:

_____ has not been previously printed as a volunteer
Name (Please Print)

in this district and will be:

(Check appropriate box)

- Going on an field trip
- Working one or more days per week in the classroom on a regular basis, or
- Likely to be alone with one or more students
- Volunteer Coach in high school athletic programs
- Transport Students
- Other - please explain: _____

Principal / Supervisor Signature

Date

School Site / Department

Step 1: Site completes form and gives to Volunteer (*Site administrator must sign form*).

Step 2: Volunteer calls Fingerprinting at (209) 331-7098 to make an appointment.

There is a fee for fingerprinting and a money order will be required. You will be notified of the cost when your appointment is scheduled.

Step 3: Volunteer may begin only after school has been notified by e-mail of fingerprint clearance.

VOLUNTEERS WILL NOT BE FINGERPRINTED UNLESS THIS COMPLETED FORM IS PRESENTED AT THE TIME OF THE APPOINTMENT!