

Fingerprint clearance FAQ's

1. I am an employee, substitute employee, coach of DCJESD; do I still need to be fingerprinted to go on my child's field trip?
 - a. Active Regular, Substitute employees, and Coaches cleared with DCJESD do not need to be fingerprinted but must be included on the Chaperone Clearance Request form and clearance must be verified by Human Resources.

2. I have clearance for my job; do I still need to be fingerprinted?
I have clearance as a coach for youth sports; do I still need to be fingerprinted?
I have clearance for the high school district; do I still need to be fingerprinted?
 - a. Agencies do not share information, so even though you have clearance for other organizations, you still need to be cleared with DCJESD.

3. I was fingerprinted for a field trip at Olive Grove; do I need to get fingerprinted again for a field trip at Antelope Crossing?
 - a. Once you have been Livescan fingerprinted with DCJESD, this is a district-wide fingerprint clearance. You will need to complete a new Volunteer application and make sure your name is included on the Chaperone Clearance Request form but you do not need to get fingerprinted again as long as the Human Resources department has a valid clearance on file for you prior to each event.

4. I completed the Livescan process but the school is telling me I am not cleared.
 - a. There could be a few reasons for this. Fingerprint clearance generally takes from 1-30 days and can occasionally take 30-60 days. The Human Resources department checks for clearances daily and will work with the school site for regular updates.
If your name is not listed on a Field Trip Fingerprint Clearance Request form, the Human Resources department will not be able to clear you.
If your legal name is different than the name the school thinks you go by, the Human Resources department may not be able to verify your name for clearance.

If you feel your clearance should already be complete, contact the Human Resources department, 916-770-8877 for more information on your clearance.

5. I work in the Bay area during the week, can I get cleared in the Bay area?
I want to go on my grandchild's field trip but I live out of the area, how do I get cleared?
 - a. Volunteers can be cleared at any Livescan location throughout the state as long as you use the DCJESD form which is available from the school site.

6. How do I get my name on a Chaperone Clearance Request list?
 - a. Complete a Volunteer application and indicate you want to go on field trips. Volunteer applications are available in the school offices.