

Dear Parents & Guardians,

Safety of our students and staff is the District's highest priority. With that in mind, Dry Creek Joint Elementary School District (DCJESD) is now requiring fingerprinting through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) for all adult chaperones planning on attending *any* off campus field trip(s). This updated practice is an extension of the District's policy that formally only required fingerprint (DOJ) clearance for chaperones attending overnight field trips.

Important points to know if you're considering volunteering for a field trip:

- When getting fingerprints done you must bring the District Livescan form with you (which you will receive from the school/district).
- Clearance may take as little as 2 days, or longer than a month. It is recommended that you get your fingerprints completed at least 30 days prior to the planned field trip.
- You only have to be fingerprinted once with DCJESD. Once the District receives your fingerprint clearance, your file will remain open until you request to have it closed. Your prints will carry over from year to year.
- All fees paid go directly to DOJ (\$32), FBI (\$17) and the rolling agency (varies). The District does not receive any portion of the fees collected.
- If financial assistance is needed to cover the cost of fingerprinting, please schedule a meeting with the school principal, so they can assist you in obtaining your fingerprint clearance. We do not want the cost of fingerprinting to be a barrier for you to participate in your child's education.

Thank you for your continued support in keeping our students safe. If you have any questions please feel free to call the school office or the District's Human Resources Department at 916-770-8877, we are happy to assist and answer any questions you may have.

Sincerely,

Dry Creek Joint Elementary School District