



**MT. DIABLO UNIFIED SCHOOL DISTRICT  
JAMES W. DENT EDUCATION CENTER**

1936 Carlotta Drive  
Concord, California 94519-1397  
www.mdusd.org  
(925) 682-8000

PERSONNEL SERVICES

Date:

From: Personnel Office

Subject: **FINGERPRINTING PROCESS FOR VOLUNTEERING WITHIN  
THE MT. DIABLO UNIFIED SCHOOL DISTRICT.**

Thank you for volunteering your time to help at \_\_\_\_\_.

Administrative Regulation (AR) 1240, approved by the Board of Education on August 26, 2003, states that all volunteers have fingerprint clearance and evidence of freedom from active tuberculosis (TB).

Effective July 1, 2009, there will be a \$32.00 fingerprinting charge payable in Cash (exact cash please), Money Order, or Cashier's Check made payable to Mt. Diablo Unified School District...**NO PERSONAL CHECKS WILL BE ACCEPTED.** The Mt. Diablo Unified School District Personnel Office is located at the above address. *Evidence of a negative tuberculosis test done within the last 60 days must be provided to the Personnel Office at the time of your scheduled fingerprint appointment.* TB clearance remains valid for 4 years and fingerprints remain valid for the duration of your volunteering within the school district.

Please contact the Personnel Office at (925) 682-8000 x 4153 to schedule your fingerprint appointment.

When you come in for your appointment, please bring your TB clearance, \$32.00, and this letter with you. Again, thank you for your time and support for our students.

Volunteer Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

TB Expiration Date: \_\_\_\_\_

*Fingerprints do not have an expiration date.*

*Volunteer – Please keep a copy of this form and your current TB test results for your records. You may need to provide this when your child(ren) changes school sites.*

Disclaimer: Mt. Diablo USD is not responsible for, nor has any authority over, Department of Justice (DOJ) response time. Once fingerprints are taken, and sent to the DOJ, it may take up to 30 days (or longer) for fingerprint clearance to occur. Once clearance has been obtained, you will be notified of your clearance as long as all process components have been followed; i.e. payment has been received and clear TB test has been submitted.