

## Saratoga Union School District Volunteer Application Packet

The SUSD Board of Education recognizes and appreciates that volunteer assistance in schools can significantly enrich the educational program, increase supervision of students, contribute to school safety, and strengthen a school's relationship with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. The Board, in compliance with California Education Code 35021 and Board Policy 1240, requires school volunteers to be screened and authorized to volunteer. Volunteers who may be in contact with students outside the presence of certificated staff (however briefly) must arrange for a CA Department of Justice and Federal Bureau of Investigation fingerprint submission prior to volunteering. All volunteers are required to be TB risk-assessed. These requirements are in place given an abundance of caution for student safety and well-being. *Thank you for your generosity of time and service to SUSD students and staff!*

### Checklist in order to be cleared to volunteer in SUSD

Please read the contents of the packet and then complete the following. The district will be notified when your background check has cleared. When all **3** items are received and cleared, the District Office will contact you via email.

#### Take to your school office or district office (submit both items at the same time):

- 1.** Volunteer Information Agreement and Authorization form on page 3.
- 2.** Adult Tuberculosis Risk Assessment form on page 9. *The form must be signed by a U.S. physician or health care provider.*

#### Complete your fingerprinting LiveScan:

- 3.** Complete your Live Scan fingerprinting form on page 5 and take to the vendor location listed in this packet (page 14). Your DOJ/FBI clearance status will be sent directly to the District Office typically within 1-4 weeks.

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## Saratoga Union School District Volunteer Agreement and Authorization Form

The Board, in compliance with California Education Code 35021 and Board Policy 1240, requires school volunteers to be screened and authorized to volunteer. Volunteers who may be in contact with students outside the presence of certificated staff (however briefly) must arrange for a CA Department of Justice and Federal Bureau of Investigation fingerprint submission prior to volunteering. All volunteers are required to be TB risk-assessed. **PRINT NEATLY. Return this form along with copies of your TB Risk Assessment form to your school office or District Office.**

Volunteer Applicant Legal Name: \_\_\_\_\_  
First Middle Last

Volunteer Applicant Preferred Name: \_\_\_\_\_  
First Last

Home Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Volunteer Date of Birth (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender: M F X

Relationship to Student(s): \_\_\_\_\_ CA Driver's License or Government ID #: \_\_\_\_\_

Emergency contact name and phone: \_\_\_\_\_

Volunteer interests (check all that apply):  
\_\_\_ School/classroom volunteer    \_\_\_ Field Trip Driver    \_\_\_ Field Trip Chaperone

List your Student(s) (Legal Name)	Grade	School (circle one)
_____	_____	Argonaut / Foothill / Saratoga / Redwood / TBD
_____	_____	Argonaut / Foothill / Saratoga / Redwood / TBD
_____	_____	Argonaut / Foothill / Saratoga / Redwood / TBD
_____	_____	Argonaut / Foothill / Saratoga / Redwood / TBD

### Affidavit Affirming Volunteer Non-Paid Status and No Criminal Record

I understand that I will not receive any salary and/or other compensation during any volunteer assignment, except Workers' Compensation Insurance coverage as permitted by law. I further certify by my signature below, that I am not a registered sex offender, nor have I been charged with, or convicted of, a violent or serious felony as defined in CA Education Code 45122.1. For the purpose of this code section, a violent felony is any of those listed in Subsection "C" of Penal Code Section 667.5; and a serious felony is any felony listed in Subsection "C" of Penal Code Section 1192.7. Note: A person who has been convicted of a violent or serious felony or is a registered sex offender is not eligible to volunteer.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b> Gov't ID/DL verified by (initials): _____ AES FES RMS SES DO Date: ____ / ____ / ____
<b>DISTRICT OFFICE USE ONLY</b> <input type="checkbox"/> DOJ / FBI background check. Date of clearance: ____ / ____ / ____ <input type="checkbox"/> TB assessment signed by healthcare provider. Date of negative test: ____ / ____ / ____ Updated TB assessment. Date of negative test: ____ / ____ / ____                      Badge #: _____ <input type="checkbox"/> VOLUNTEER AUTHORIZED. School year: _____                      Badge Date: _____ Director of Human Resources or Designee signature: _____ Date: ____ / ____ / ____



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# California School Employee Tuberculosis (TB) Risk Assessment Questionnaire



(for pre-K, K-12 schools and community college employees, volunteers and contractors)

- Use of this questionnaire is required by California Education Code sections 49406 and 87408.6, and Health and Safety Code sections 1597.055 and 121525-121555.^
- The purpose of this tool is to identify **adults** with infectious tuberculosis (TB) to prevent them from spreading disease.
- **Do not repeat testing** unless there are **new** risk factors since the last negative test.
- **Do not treat for latent TB infection (LTBI) until active TB disease has been excluded:**  
*For individuals with signs or symptoms of TB disease or abnormal chest x-ray consistent with TB disease, evaluate for active TB disease with a chest x-ray, symptom screen, and if indicated, sputum AFB smears, cultures and nucleic acid amplification testing. A negative tuberculin skin test (TST) or interferon gamma release assay (IGRA) does not rule out active TB disease.*

Name of Person Assessed for TB Risk Factors: \_\_\_\_\_

Assessment Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## History of Tuberculosis Disease or Infection (Check appropriate box below)

Yes

- If there is a **documented** history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in the previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. If the x-ray does not have evidence of TB, the person is no longer required to submit to a TB risk assessment or repeat chest x-rays.

No (Assess for Risk Factors for Tuberculosis using box below)

## TB testing is recommended if any of the 3 boxes below are checked

One or more sign(s) or symptom(s) of TB disease

- TB symptoms include prolonged cough, coughing up blood, fever, night sweats, weight loss, or excessive fatigue.

Birth, travel, or residence in a country with an elevated TB rate for at least 1 month

- Includes countries **other than** the United States, Canada, Australia, New Zealand, or Western and North European countries.
- Interferon gamma release assay (IGRA) is preferred over tuberculin skin test (TST) for non-US-born persons.

Close contact to someone with infectious TB disease during lifetime

## Treat for LTBI if TB test result is positive and active TB disease is ruled out

^The law requires that a health care provider administer this questionnaire. A health care provider, as defined for this purpose, is any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services. A Certificate of Completion should be completed after screening is completed (page 3).

# California School Employee Tuberculosis (TB) Risk Assessment User Guide

(for pre-K, K-12 schools and community college employees, volunteers and contractors)

## Background

California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These updated laws reflect current federal Centers for Disease Control and Prevention (CDC) recommendations for targeted TB testing. Enacted laws, AB 1667, effective on January 1, 2015, SB 792 on September 1, 2016, and SB 1038 on January 1, 2017, require a TB risk assessment be administered and if risk factors are identified, a TB test and examination be performed by a health care provider to determine that the person is free of infectious tuberculosis. The use of the California School Employee TB Risk Assessment and the Certificate of Completion, developed by the California Department of Public Health (CDPH) and California TB Controllers Association (CTCA) are also required.

### AB 1667 impacted the following groups on 1/1/2015:

1. Persons employed by a K-12 school district, or employed under contract, in a certificated or classified position (California Education Code, Section 49406)
2. Persons employed, or employed under contract, by a private or parochial elementary or secondary school, or any nursery school (California Health and Safety Code, Sections 121525 and 121555).
3. Persons providing for the transportation of pupils under authorized contract in public, charter, private or parochial elementary or secondary schools (California Education Code, Section 49406 and California Health and Safety Code, Section 121525).
4. Persons volunteering with frequent or prolonged contact with pupils (California Education Code, Section 49406 and California Health and Safety Code, Section 121545).

### SB 792 impacted the following group on 9/1/2016:

Persons employed as a teacher in a child care center (California Health and Safety Code Section 1597.055).

### SB 1038 impacted the following group on 1/1/2017:

Persons employed by a community college district in an academic or classified position (California Education Code, Section 87408.6).

## Testing for latent TB infection (LTBI)

Because an interferon gamma release assay (IGRA) blood test has increased specificity for TB infection in persons vaccinated with BCG, IGRA is preferred over the tuberculin skin test (TST) in these persons. Most persons born outside the United States have been vaccinated with BCG.

## Previous or inactive tuberculosis

Persons with a previous chest radiograph showing findings consistent with previous or inactive TB should be tested for LTBI. In addition to LTBI testing, evaluate for active TB disease.

## Negative test for LTBI does not rule out TB disease

It is important to remember that a negative TST or IGRA result does not rule out active TB disease. In fact, a negative TST or IGRA in a person with active TB can be a sign of extensive disease and poor outcome.

## Symptoms of TB should trigger evaluation for active TB disease

Persons with any of the following symptoms that are otherwise unexplained should be medically evaluated: cough for more than 2-3 weeks, fevers, night sweats, weight loss, hemoptysis.

## Most patients with LTBI should be treated

Because testing of persons at low risk of LTBI should not be done, persons that test positive for LTBI should generally be treated once active TB disease has been ruled out. However, clinicians should not be compelled to treat low risk persons with a positive test for LTBI.

## Emphasis on short course for treatment of LTBI

Shorter regimens for treating LTBI have been shown to be more likely to be completed and the 3 month 12-dose regimen has been shown to be as effective as 9 months of isoniazid. Use of these shorter regimens is preferred in most patients. Drug-drug interactions and contact to drug resistant TB are typical reasons these regimens cannot be used.

## Repeat risk assessment and testing

If there is a documented history of positive TB test or TB disease, then a symptom review and chest x-ray should be performed at initial hire. Once a person has a documented positive test for TB infection that has been followed by a chest x-ray (CXR) that was determined to be free of infectious TB, the TB risk assessment (and repeat x-rays) is no longer required.

Repeat risk assessments should occur every four years (unless otherwise required) to identify any additional risk factors, and TB testing based on the results of the TB risk assessment. Re-testing should only be done in persons who previously tested negative, and have new risk factors since the last assessment.

*Please consult with your local public health department on any other recommendations and mandates that should also be considered.*



## Certificate of Completion Tuberculosis Risk Assessment and/or Examination

To satisfy **job-related requirements** in the California Education Code, Sections 49406 and 87408.6 and the California Health and Safety Code, Sections 1597.055, 121525, 121545 and 121555.

**First and Last Name** of the person assessed and/or examined:

\_\_\_\_\_

**Date** of assessment and/or examination: \_\_\_\_\_ mo./\_\_\_\_\_ day/\_\_\_\_\_ yr.

**Date of Birth:** \_\_\_\_\_ mo./\_\_\_\_\_ day/\_\_\_\_\_ yr.

**The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.**

X \_\_\_\_\_

**Signature of Health Care Provider completing the risk assessment and/or examination**

**Please print, place label or stamp with Health Care Provider Name and Address (include Number, Street, City, State, and Zip Code):**



# California School Employee Tuberculosis Risk Assessment Frequently Asked Questions



California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These updated laws reflect current recommendations for targeted TB testing from the federal Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), the California Conference of Local Health Officers and the California Tuberculosis Controllers Association (CTCA).

## What specifically did [AB 1667](#) change on January 1, 2015?

1. Replaces the mandated TB examination on initial employment with a TB risk assessment, and TB testing based on the results of the TB risk assessment, for the following groups:
  - a. Persons initially employed by a school district, or employed under contract, in a certificated or classified position (California Education Code, Section 49406)
  - b. Persons initially employed, or employed under contract, by a private or parochial elementary or secondary school or any nursery school (California Health and Safety Code, Sections 121525 and 121555)
  - c. Persons providing for the transportation of pupils under authorized contract (California Health and Safety Code, Section 121525)
2. Replaces the mandated TB examination at least once each four years of school employees who have no identified TB risk factors or who test negative for TB infection with a TB risk assessment, and TB testing based on the TB risk assessment responses. (California Education Code, Section 49406 and California Health and Safety Code, Section 121525)
3. Replaces mandated TB examination (within the last four years) of volunteers with "frequent or prolonged contact with pupils" in private or parochial elementary or secondary schools, or nursery schools (California Health and Safety Code, Section 121545) with a TB risk assessment administered on initial volunteer assignment, and TB testing based on the results of the TB risk assessment.
4. For school district volunteers with "frequent or prolonged contact with pupils," mandates a TB risk assessment administered on initial volunteer assignment and TB testing based on the results of the TB risk assessment. (California Education Code, Section 49406)

## What specifically did [SB 792](#) change on September 1, 2016?

California Health and Safety Code, Section 1597.055 requires that persons hired as a teacher in a child care center must provide evidence of a current certificate that indicates freedom from infectious TB as set forth in California Health Safety Code, Section 121525.

## What specifically does [SB 1038](#) change on January 1, 2017?

California Education Code, Section 87408.6 requires persons employed by a community college in an academic or classified position to submit to a TB risk assessment developed by CDPH and CTCA and, if risk factors are present, an examination to determine that he or she is free of infectious TB; initially upon hire and every four years thereafter.



## California School Employee Tuberculosis Risk Assessment Frequently Asked Questions



### Who developed the school staff and volunteer TB risk assessment?

The California Department of Public Health (CDPH) and the California Tuberculosis Controllers Association (CTCA) jointly developed the TB risk assessment. The risk assessment was adapted from a form developed by Minnesota Department of Health TB Prevention and Control Program and the Centers for Disease Control and Prevention.

### Who may administer the TB risk assessment?

Per California Education and Health and Safety Codes, the TB risk assessment is to be administered by a health care provider. The risk assessment should be administered face-to-face. The practice of allowing employees or volunteers to self-assess is discouraged.

### What is a "health care provider"?

A "health care provider" means any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services.

### If someone is a new employee and has a TB test that was negative, would he/she need to also complete a TB risk assessment?

Check with your employer about what is needed at the time of hire.

### If someone transfers from one K-12 school or school district to another school or school district, would he/she need to also complete a TB risk assessment?

Not if that person can produce a certificate that shows he or she was found to be free of infectious tuberculosis within 60 days of initial hire, or the school previously employing the person verifies that the person has a certificate on file showing that the person is free from infectious tuberculosis.

### If someone does not want to submit to a TB risk assessment, can he/she get a TB test instead? Yes,

a TB test, and an examination if necessary, may be completed instead of submitting to a TB risk assessment.

### If someone has a positive TB test, can he/she start working before the chest x-ray is completed? No,

the x-ray must be completed and the person determined to be free of infectious TB prior to starting work.

### If someone has a positive TB test, does he/she need to submit to a chest x-ray every four (4) years?

No, once a person has a documented positive TB test followed by an x-ray, repeat x-rays are no longer required every four years. If an employee or volunteer becomes symptomatic for TB, then he/she should promptly seek care from his/her health care provider.



## California School Employee Tuberculosis Risk Assessment Frequently Asked Questions



### What screening is required for someone who has a history of a positive TB test or TB disease at hire?

If there is a documented history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. Once a person has a documented positive test for TB infection that has been followed by an x-ray that was determined to be free of infectious TB, the TB risk assessment (and repeat x-rays) is no longer required. If an employee or volunteer becomes symptomatic for TB, then he/she should seek care from his/her health care provider.

### For volunteers, what constitutes “frequent or prolonged contact with pupils”?

Examples of what may be considered “frequent or prolonged contact with pupils” include, but are not limited to, regularly-scheduled classroom volunteering and field trips where cumulative face-to-face time with students exceeds 8 hours.

### Who may sign the Certificate of Completion?

- If the patient has no TB risk factors then the health care provider completing the TB risk assessment may sign the Certificate of Completion.
- If a TB test is performed and the result is negative, then the licensed health care provider interpreting the TB test may sign the Certificate.
- If a TB test is positive and an examination is performed, only a physician, physician assistant, or nurse practitioner may sign the Certificate.

### What does “determined to be free of infectious tuberculosis” mean on the Certificate of Completion?

“Determined to be free of infectious TB” means that a physician, physician assistant, or nurse practitioner has completed the TB examination and provided any necessary treatment so that the person is not contagious and cannot pass the TB bacteria to others. The TB examination for active TB disease includes a chest x-ray, symptom assessment, and if indicated, sputum collection for acid-fast bacilli (AFB) smears cultures and nucleic acid amplification testing.

### What if I have TB screening or treatment questions?

Consult the federal Centers for Disease Control and Prevention’s *Latent Tuberculosis Infection: A Guide for Primary Health Care Providers* (2013) (<http://www.cdc.gov/tb/publications/LTBI/default.htm>). If you have specific TB screening or treatment questions, please contact your local TB control program (<http://www.ctca.org/locations.html>).

### Who may I contact to get further information or to download the TB risk assessment?

- California Tuberculosis Controllers’ Association  
<https://www.ctca.org/menus/private-providers.html>
- California Department of Public Health, Tuberculosis Control Branch: (510) 620-3000  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/TBCB.aspx>
- California School Nurses Organization: (916) 448-5752 or email [csno@csno.org](mailto:csno@csno.org)  
<http://www.csno.org/>

## Steps Toward Fulfilling Requirement to Volunteer At School

### Step 1:

**Determine which volunteers are required to be fingerprinted and undergo a criminal background check by the California Department of Justice (DOJ) and FBI. What's the criteria?**

Some levels of volunteerism present a “gray area.” If in doubt, please contact your school principal. The school site administrator has the discretion to determine which volunteers must be fingerprinted for a DOJ and FBI background check, based on the type of volunteerism. Generally, volunteers who must submit to a criminal background check are:

Fingerprinting/DOJ/FBI Criminal Background Check AND TB Clearance REQUIRED*	Fingerprinting/DOJ/FBI Criminal Background Check & TB clearance NOT REQUIRED
Volunteer assignment involving contact with students and/or staff. Examples include on-site school volunteer assignments, field trips, supervision of students during school shows or rehearsals, classroom centers, room parent, math/art docent, teacher helper, library helper, etc.	Attends a musical, drama production, athletic, academic or art event as a member of the audience.  Presents a “Career Day” lecture with certificated staff members (teacher or administrator) present.
Drives and/or chaperones field trips, including after school sports. (Note: a valid CA Driver License and insurance coverage also required.)	Attends school events at which parents are expected to supervise their own children
Coaches or assists with special events, including dances, sports competitions, drama and musical productions	Visits the office for the purpose of conducting business there
Provides lunchtime assistance or eats lunch on campus with children	Attends a parent-staff conference

\*Note: The above chart is a guide and is not necessarily an exhaustive list.

### Step 2:

**Submit the following to your School Office or District Office, 20460 Forrest Hills Drive, Saratoga.**

1. SUSD Volunteer Agreement and Authorization Form (in this packet)
2. Adult Tuberculosis Risk Assessment form (or TB test result) signed by a U.S. physician or healthcare provider

### Step 3:

Submit a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) Request for Live Scan Service form to the fingerprinting mobile vendor (at school sites during Back-To-School) or the UPS Store Vendor listed below. This form is in this packet.

- Bring an official CA Driver License or other government issued identification document at the time of service.
- Write the name of your school(s) on the line near the form's bottom marked "Your Number" or "OCA Number."
- Both a DOJ and FBI criminal background check are required.

See more information about the DOJ/FBI Live Scan process and privacy issues below.

The District contracts with The UPS Store #6267, a fingerprinting vendor who invoices SUSD for the rolling cost, transmission fee, and the DOJ's and FBI's processing fee. **There is NO charge to the volunteer if you go to the UPS location listed BELOW, SUSD will cover the fees.** School sites sometimes arrange for mobile fingerprint services at school on certain days. Volunteers who cannot attend the mobile service dates at school can receive services at this vendor's office:

**The UPS Store #6267**

**481 N. Santa Cruz Ave**

**Los Gatos, CA 95030**

**(408) 399-5400**

**(across the street from the Los Gatos Safeway)**

**By appointment only! Please call ahead.**

**If you select a vendor other than this UPS Store, you will incur the cost of the Livescan.** Please make a copy of the completed Livescan request form (after fingerprinting) and submit it to the District Office Human Resources Department. You can email a scanned copy to [kimai@saratogausd.org](mailto:kimai@saratogausd.org), mail it to 20460 Forrest Hills Drive, Saratoga, CA 95070, or hand deliver in a sealed envelope.

**If you have been fingerprinted by or for SUSD in the past,** please notify your school site office staff. You will not need to be fingerprinted again.

### Step 4:

**A Human Resources Department staff member will contact the school and volunteer when a volunteer's criminal background check requirements have been met.**

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## TB Screening of Volunteers:

The District will continue to require adult school volunteers who will have “frequent or prolonged contact with students” to produce a CA Adult Tuberculosis Risk Assessment Questionnaire or a negative TB test result—completed within the past 60 days (new volunteers). Negative TB test results (either PPD or x-ray) remain in effect for four years.

### What is the definition of “frequent or prolonged contact with students?”

Please see the list of volunteers named in the earlier chart entitled “Fingerprinting/DOJ/FBI Criminal Background Check and TB Clearance REQUIRED.”

CA Education Code 49406 states that the superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. Free tuberculosis testing and verification notices are available at all public and some private medical clinics.

Please check with your school principal should you have a question about your need to be fingerprinted and/or TB tested.

**Thank you for your generosity of time and effort in service to SUSD students and staff!**

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## Information on the CA Department of Justice (DOJ)/FBI Live Scan Criminal Background Check Process and Privacy Issues

The Saratoga Union School District Human Resources Department (HR) and District/school site administrators share community wide concerns about the privacy and security of information volunteer applicants provide on their Department of Justice (DOJ)/FBI Request for Live Scan Service form. This form is used by both potential SUSD volunteers and employee applicants, and HR works carefully to ensure that personal information given is safeguarded and kept confidential. The following information outlines how the completed volunteer DOJ/FBI live scan application is used and handled step-by-step:

1. **Applicant completes the “Applicant Section” of the DOJ/FBI Live Scan Form.**
  - a. Required information includes: The CA Driver License or DMV Identification Card or U.S. Passport number and birth date. Why? These identifiers assist the DOJ/FBI and the SUSD Human Resources Dept. Custodian of Records (COR) to verify an individual’s identity.
  - b. Note: Volunteer applicants may opt out of listing a Social Security Administration number; however, by opting out, a delay in reporting DOJ results to the District may occur.
2. **OPTION “A” District Contractor: Applicant submits the DOJ/FBI “Live Scan Request for Service” form to The UPS Store #6267, the vendor who has contracted with the District to provide fingerprint rolling and transmission services.** The district contractor submits completed DOJ/FBI live scan forms to HR within three to five days after fingerprint rolling. Fingerprinting would have occurred either at the school site (mobile service) or at the district contractor’s office.
  - a. There is NO charge to the applicant if they go to the vendor listed above. SUSD pays the \$18.00 rolling and transmission fee, \$32.00 DOJ and \$15.00 FBI processing fee on behalf of each SUSD volunteer.
  - b. The fingerprint roller service “Provider” is required by CA Department of Justice regulations to retain a completed copy of each applicant’s “Request for Live Scan Service” for 12 months. (See CA Department of Justice’s “Applicant Communication Network Terms and Conditions for Private Service Providers in California” for more detailed information.)
  - c. Note: School site staff members do **not** process or store completed DOJ/FBI Live Scan application forms.

OR



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**OPTION “B” Outside Vendor: If the applicant chooses to submit the completed DOJ/FBI Live Scan form to a fingerprint vendor outside of the District’s contracted vendor, the following steps must be taken by the applicant. (Such vendors might charge the applicant, but convenience to the applicant may be a factor.)**

- a. Applicant must ask the outside vendor to make a copy of the completed and fingerprint submitted DOJ/FBI “Live Scan Request for Service” form.
  - b. Applicant must submit the completed form to SUSD HR Dept. after the fingerprint rolling appointment.
  - c. **Important Note: SUSD will not pay any fees for fingerprinting services performed by vendors other than the district contractor.**
- 3. The HR Custodian of Record (COR) stores the hard copy DOJ/FBI application forms in a locked cabinet in a locked HR Department office at the District Office.**
- a. Only the Human Resources Department Custodian of Records (COR) has access to submitted volunteer application forms and DOJ/FBI reports.
  - b. The DOJ/FBI web site is only accessible by the COR who has been approved by the DOJ/FBI to receive confidential reporting information via a secure DOJ/FBI web site. A COR strictly upholds DOJ/FBI confidentiality mandates and does not share applicants’ information with others.
  - c. The DOJ/FBI removes reporting information from its secure web site within 30 days of fingerprint submission/reporting.
- 4. Applicants’ hard copy forms received in HR are shredded within 30 days of the DOJ/FBI report of results. Why 30 days?**
- a. Occasionally, the HR COR must re-verify that the DOJ/FBI reports have been accurately entered into a District database.
  - b. Infrequently, a discrepancy occurs, so a time period of up to a month for rechecking is essential.
- 5. The District maintained database of volunteer applicant DOJ/FBI results includes only the following information:**
- a. Applicant name, school location(s), position (e.g. volunteer), the date fingerprints were transmitted to the DOJ/FBI, the date the District received the DOJ/FBI report of results, email address, phone, and student name(s).
  - b. No additional applicant information is retained in the database of fingerprinted volunteers.



## Frequently Asked Questions

**Q:** Why are school volunteers required to be fingerprinted and undergo a criminal background check?

**A:** Given the District's duty and desire to protect students, and the prevalence of crimes against children in society, district leadership (SUSD Board of Trustees and district administration) require California Department of Justice (DOJ)/ Federal Bureau of Investigation (FBI) criminal background checks of potential school volunteers who may be in contact with students outside the direct supervision of teachers or site administrators.

**Q:** What are some examples of volunteer activities at school requiring (or not requiring) fingerprinting?

**A:**

<b>Fingerprinting/DOJ/FBI Criminal Background Check AND TB Clearance REQUIRED*</b>	<b>Fingerprinting/DOJ/FBI Criminal Background Check &amp; TB clearance NOT REQUIRED</b>
Volunteer assignment involving contact with students and/or staff. Examples include on-site school volunteer assignments, field trips, supervision of students during school shows or rehearsals, classroom centers, room parent, math/art docent, teacher helper, library helper, etc.	Attends a musical, drama production, athletic, academic or art event as a member of the audience.  Presents a "Career Day" lecture with certificated staff members (teacher or administrator) present.
Drives and/or chaperones field trips, including after school sports. (Note: a valid CA Driver License and insurance coverage are also required.)	Attends school events at which parents are expected to supervise their own children
Coaches or assists with special events, including dances, sports competitions, drama and musical productions	Visits the office for the purpose of conducting business there
Provides lunchtime assistance or eats lunch on campus with children	Attends a parent-staff conference

\*Note: The above chart is a guide and is not necessarily an exhaustive list. Your school principal will answer questions concerning other types of volunteer assignments.

**Q:** Do other school districts complete background checks of volunteers?

**A:** Yes, many do. Several community organizations that work with children also require volunteers to be fingerprinted, including the YMCA, Girl Scouts, Little League, other youth

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sports and performing arts groups, as well as some churches and synagogues

**Q:** If a volunteer has been fingerprinted and “cleared” by another community organization, would s/he need to be fingerprinted again for Saratoga Union School District?

**A:** Yes. The DOJ/FBI prohibits organizations from sharing background information and individuals’ records.

**Q:** How does the District process criminal background checks of potential volunteers, and what does the District’s Custodian of Records (COR) look for?

**A:** Potential volunteers’ fingerprints are sent via a dedicated secure electronic transmission line to the CA Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). The DOJ/FBI sends a report to the District’s authorized COR. The report either verifies no criminal record or contains a record of convictions.

The COR reviews the DOJ/FBI report and looks for convictions involving crimes against children and/or the community, such as assault, molestation, child abuse, reckless driving and DUIs (which would disqualify a volunteer from driving students on field trips or to sports competitions).

Given a criminal record of a potential volunteer, the COR would contact the school principal and simply report: “[volunteer’s name] is not ready to volunteer, or s/he is ready to volunteer, but not ready to drive students.” No other information is shared.

**Q:** What if a potential volunteer’s criminal record shows a conviction for a “youthful indiscretion” in the distant past?

**A:** If the criminal activity was an isolated incident, petty, non-violent and in the distant past, then the individual may be considered “ready for volunteer service.”

**Q:** Why do I have to provide extensive personal information on my DOJ/FBI *Live Scan Service Request Form*? It feels like an intrusion on my privacy.

**A:** Confirmation of a potential volunteer’s identity is important. Potential volunteers are asked to produce an official identification document (e.g., a CA Driver License, a Department of Motor Vehicles identification card, a Social Security Administration card, a passport or visa). If the passport has been issued by a country other than the U.S., the DOJ/FBI requires a secondary piece of identification (e.g., a pay stub or a mortgage, rent, or utility payment document with the volunteer’s name and address on it).

**Q:** Must I provide my Social Security number?

**A:** It is recommended; however, it is not a requirement, if another personal identification document is presented. Transmitting fingerprints with a live scan application form that does

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not contain the Social Security number may result in delayed processing by the DOJ/FBI.

**Q: How long does a fingerprint rolling appointment take?**

A: Typically, the rolling of all ten fingers requires about three or five minutes, if an individual arrives at the appointment with his/her "Request for Live Scan Service" form completed, and ID and payment ready.

**Q: How long will it take for my fingerprint submission to be processed?**

A: The DOJ/FBI processing of fingerprints and reporting can take a few hours up to 30+ days. Many factors are involved. The District has no control over when the DOJ/FBI reports are delivered to the COR. The COR will inform the school principal, or his/her designee, when a volunteer is ready to begin service at the school. The district will also notify the volunteer that he/she is cleared.

**Q: How often does a SUSD school volunteer need to be fingerprinted?**

A: Only once. If you have been fingerprinted as an employee, substitute or volunteer in Saratoga Union School District in the past, you need not be fingerprinted again for SUSD. Please inform the school office staff at the time you submit your volunteer application form.

**Q: How long do you keep the "Request for Live Scan Service" form with my information?**

A: The Live Scan agency (or "roller") is required by the DOJ/FBI to keep the form for 12 months. The forms must be kept in locked storage and destroyed by cross-cut shredding after 12 months. SUSD keeps a copy of the form for up to one month for the purpose of confirming the school location or notifying a volunteer in the event there was a transmission error and the original submission was not received by the DOJ/FBI.

**Q: What identification do I need for fingerprinting?**

A: DOJ/FBI requires a California Driver License, DMV Identification Card, or Out of State Driver License for fingerprinting purposes. In the absence of any of the above mentioned forms of identification, you will need to provide a photo-identification PLUS one of the following:

- Utility bill with name and address
- Voter registration card
- Vehicle registration
- Paycheck stub with name and address
- Public assistance card
- Spouse/parent affidavit
- Cancelled check or bank statement
- Mortgage/lease document