



**Volunteer Fingerprint Clearance
Guidelines**

Table of Contents

Legal Requirements	3
Process for Volunteer – Parent or Guardian of Student in District	3
Process for Volunteer – Non Parent/Guardian or Parent/Guardian Attending Overnight Event	3
Process for School-based personnel	5
Support from Talent Management	5
FAQS.....	6

Legal Requirements

Arizona Revised Statute § 15-512 outlines conditions under which school districts require Fingerprint Clearance and Background Investigations for employees and volunteers.

Kyrene Elementary School District requires non-parent volunteers to hold an Identity Verified Prints (IVP) card. This requirement ensures the district access to information regarding criminal activity of potential volunteers and is used to safeguard our students.

Volunteers who are parents/guardians of a student attending any school within the district do not need to obtain an IVP card *unless* the volunteer will attend an overnight event.

Process for Volunteer – Parent or Guardian of Student attending a Kyrene School

Time: Once per year, prior to the start of the volunteer service

Process:

- A. Complete the Volunteer Information Form
- B. If you have children attending more than one school and plan to volunteer at each, inform the school staff, who will assist in sharing the information contained on the form.
- C. If you would like to volunteer for an overnight event, refer to the process below.

Kyrene School District recognizes the role of Step-Parents and, unless notified of the contrary, will afford them the same volunteer opportunities.

Process for Volunteer – Non Parent/Guardian or Parent/Guardian Attending Overnight Event

Time: Once per year, prior to the start of the volunteer service

Process:

- A. Obtain an IVP Card

Volunteers without an IVP Card have two options:

1. Contact the Principal of the school or Sponsor of the overnight activity to determine if there are school or activity funds to cover the cost (\$75) of your IVP card. Schools have limited funds available for this purpose and may choose to approve the funds based on need of the site or program.
2. Obtain an IVP card as an individual.
 - i. This option is viable for volunteers who may need an IVP card for other purposes or who wish to volunteer at multiple sites and/or throughout their students' school attendance;

ii. The card is valid for six years and is the property of the individual.

- B. For those holding an IVP Card
 - 1. Verify that your card is still valid
- C. Take your IVP Card and another form of ID (driver's license) to the school where you will volunteer.
- D. Complete the Volunteer Information Form
- E. If you plan to volunteer at multiple sites, inform the school staff, who will assist in sharing the information contained on the form.

Process for School-based Personnel

Time: One time per year for each non-parent/guardian volunteers, and for each volunteer scheduled for an overnight trip.

Process:

- A. Prepare an electronic folder to file documents related to the volunteer verification process.
- B. Prepare a spreadsheet to track volunteers at your school. Include:
 - a. Name of Volunteer
 - b. Expiration Date of IVP card
 - c. Other schools of choice for the volunteer
- C. Prepare Volunteer Information Forms to be completed on-site or sent electronically.
- D. For each volunteer:
 - a. Verify IVP card is valid - copy (scan) both sides of the card.
 - i. Log on to <https://www.azdps.gov/>
 - ii. **Click on:** Fingerprint icon (left hand side), Application/Card Status, check the status of an application/card. You will then enter the FPCC or IVP (Identity Verified Prints) card number. Information will display stating if applicant is Valid/Invalid, double check issue and expiration date.
 - iii. **If the card is invalid:** Notify the site administrator who will contact the volunteer to notify him/her of the decision to not allow volunteer service.
 - b. Verify identity with one other form of ID (driver's license, passport, etc.).
 - c. Ensure Volunteer Information Form is completed.
 - d. Update spreadsheet.
 - e. Notify other schools of the volunteer's choice, if the volunteer has registered first at your school site:
 - i. Share Volunteer Information Form - hard copies scanned, electronic copies emailed.
 - ii. Share information from IVP card.
 - f. Save all information in the electronic folder. List information by volunteer's last name, first name.

Note: It is recommended that you keep record of parent volunteers in a similar manner.

Support from Talent Management

Talent Management is happy to answer questions and help employees navigate the Arizona Department of Public Safety website and processes. We no longer have the ability to fingerprint volunteers or to submit paperwork on their behalf.

FAQS

Q. Do non-parent volunteers need to complete an approved Volunteer Form (front and back) each school year?

A. Yes. The form and the process allows school leaders to consider non-parent volunteers allowed on their campus. There may be instances in which a principal would exclude a non-parent volunteer in the best interest of the school.

Q. Does the Volunteer Form need to be dated?

A. Yes. The Volunteer Form needs to have the Principal's signature *and* date. This document (front & back must be printed) is authorizing Kyrene Elementary School District to verify the FPCC.

Q. Under what circumstances does a Parent / Legal Guardian need to hold a valid Fingerprint Clearance Card?

A. Parents / Legal Guardians who are (1) going on an authorized school-sponsored overnight trip as a chaperone, or (2) volunteering in a DHS licensed program. The FPCC will be verified on an annual basis.

Q. Do stepparents need to hold a valid FPCC?

A. Typically, no. Kyrene recognizes the role of the custodial stepparent as similar to a biological parent. If there are court documents prohibiting a stepparent from accessing a child, the school will follow the court orders.

Q. Do Volunteers under 18 years of age need to be fingerprinted?

A. No. We do not require fingerprint clearance for minors under the age of 18. Per Volunteers & Safety of Students Guidelines, non-Kyrene students who are minors (under the age of 18) and who volunteer in Kyrene must be under the direct supervision of a district employee at all times.