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Spaulding High School  
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## Fingerprint Supported Criminal Record Check Process Summary for the Barre Unified Union School District (BUUSD)

Who receives fingerprint supported background checks? Employees, coaches, volunteers, student teachers, and anyone who will have unsupervised contact with students and has been directed by an administrator to complete background checks.

Procedures are in accordance with *BARRE UNIFIED UNION SCHOOL DISTRICT #097 CODE: B20 POLICY*.

1. An Administrator or the Superintendent will authorize requests for background checks and submit the request to Human Resources.
2. The HR Assistant/Receptionist in Human Resources will then reach out to the individual receiving fingerprint supported background checks with the necessary information & forms to fill out.
3. **The applicant is responsible for:**
  - a. Completing ALL record check authorization forms; (*VCIC Fingerprint Authorization Certificate, Title 16 CRC Request form, & the Agency of Human Services form.*)
  - b. Providing valid photo identification/documentation for identity verification.
  - c. **Having an authorized HR representative from BUUSD sign the VCIC Fingerprint Authorization form before the scheduled fingerprinting appointment (you will not be able to get fingerprinted without having this signed form on your person at the time of fingerprinting).**
  - d. Making an appointment with a VT county sheriff's office to conduct fingerprinting.
  - e. Paying a fee of **\$35** to the police station at the time of fingerprinting, and paying a fee of **\$12.00** (*for employees*) or **\$10.00** (*for volunteers*) made payable to BUUSD for background check processing (*fee is paid to the Vermont Crime Information Center*).
  - f. Returning the **Fingerprint Receipt** to BUUSD afterwards to verify fingerprints have been taken.

\*\*If an applicant has had fingerprint-supported criminal record checks done for *employment purposes* for another school district within the state of Vermont in the last **3 years** (and been continuously employed throughout), they can ask for a *Request for Secondary Dissemination* form in order to have those fingerprint records disseminated over to BUUSD.

**Disclaimer:** Secondary Disseminations transfer fingerprint record check results **ONLY**; the online background checks will still need to be run on top of the dissemination.\*\*

4. The BUUSD recommends Washington County Sheriff's Office, but a full list of contact information for all VT Fingerprint Identification Centers will be provided along with the rest of the background check paperwork.
  - i. Background Check information is kept strictly confidential; records/results will not be shared without permission & only to authorized personnel.
  - ii. More detailed information regarding background checks can be found on the *BUUSD Policies/Procedures* page here: <https://www.buUSD.org/district/policiesprocedures>
  - iii. **Fingerprint Vouchers** to waive the fingerprinting fee are available for: volunteers, contractors, student teachers, *Work Based Learning* individuals, and individuals who need PreK fingerprints.