HUMAN RESOURCES

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Hi Coaches,

Welcome back to the 2025 – 2026 school year!
I wanted to highlight a few important reminders as we gear up for the school year. Thank you in advance for your time and attention to these items:

Vector Training
If you hold an hourly/certified position with a work agreement/contract you must have your Vector Training completely by August 31, 2025.
All other coaches must complete mandatory Vector Training **prior** to the start of their season.
If you need your login info or a password reset, feel free to email me at vanessa.weaver@husd.org — I'm always happy to help!

Camps & Clinics through Community Ed
Thank you for an amazing year with camps and clinics — we had zero clearance issues for 2024 – 2025 school year! Let's keep that going.

Just a reminder, **anyone participating** (paid or volunteer) in a camp or clinic **must be cleared**. The paperwork will start with your Athletic Secretary if you're planning a camp/clinic during the offseason, you'll now need to get **approval from your Athletic Director first**.

This added step ensures your participants are cleared and hired in a timely manner, and that your camp/clinic reflects positively on your site. The earlier the paperwork is started, the sooner Community Ed can help get it up and running for you

IVP Fingerprint Clearance Cards
As an HUSD employee and/or coach, you must possess a valid Arizona IVP Level One Fingerprint Clearance Card.
If you're bringing someone on to assist with a camp or clinic and they've been approved by the Athletic Director, they'll need to obtain this card. Here's how:

Step 1: Apply through Arizona Department of Public Safety
Visit: https://www.azdps.gov/services/public/fingerprint

- Click **"Apply for Card"**, then choose **"Apply for Fingerprint Clearance Card"**
- Select: **IVP Public and/or Charter School Non-Certificated Personnel**
- Pay the $68.34 processing fee

- After applying, **send the IVP number** (starts with "IVP") from your AZDPS message center to site athletic secretary

Step 2: Schedule Fingerprint Appointment with Fieldprint AZ
Visit: https://fieldprintarizona.com/individuals

- Create an account and schedule your fingerprint scan using your IVP application number
- Please do not wait for an email from DPS — you can schedule right after submitting your application
- Do **not** use Community Wellness or rolled prints — Fieldprint is faster and preferred
- Pay the $8.25 fingerprinting fee at time of appointment

Questions? Contact Fieldprint at 888-472-8918 or customerservice@fieldprint.com

Once the card is recieved, please **send a copy of the card** to your site's Athletic Secretary.

Thanks again for all you do to support our student-athletes. You are all appreciated!
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