



## Hanford Elementary School District

### VOLUNTEER INSTRUCTIONS:

1. Please note: As a volunteer applicant, you must provide proof of a Tuberculosis examination documenting you are free from active tuberculosis (TB Test) prior to starting the fingerprinting submission process, as well as a current Driver's License/ID card. **TB clearance must be within 60 days.** You can go to your own medical provider or the clinic below and get a TB skin test. The District will process a reimbursement of up to \$39.00 or \$41.00 (X-ray) upon presentation of payment (original receipt) and your TB clearance.

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| <b>Kings County Health Department</b>                                                                                         |
| 460 Kings County Dr, Hanford, CA 93230                                                                                        |
| Monday through Thursday: 8:00 a.m.- 5:00 p.m.; Friday: 8:00 a.m. – 12:00 p.m. *By<br><i>Appointment Only – (559) 584-1401</i> |

2. The school will complete an "Applicant Submission" form. Please take three (3) copies of the Applicant Submission form and valid picture **identification** (e.g., Driver's License), to the LIVESCAN (fingerprint) Service Provider below. **There is no fee to the volunteer for processing livescans, the District covers the fee.**

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| <b>Kings County Office of Education – 1144 W. Lacey Blvd., Hanford, CA (Round Brick Building)</b>    |
| Please call the KCOE LIVESCAN office at <b>(559) 589-2500</b> to schedule your LIVESCAN appointment. |

3. Once the LIVESCAN process is completed, Kings County Office of Education will give you back 2 copies, please return one copy of the Applicant Submission/LIVESCAN form to the Hanford Elementary School where you picked up the form. Your school site will send your information to the District office.
4. Once your fingerprint clearance is approved, the school site will provide you with a username to access the Keenan SafeSchools Training portal: <https://hanford-keenan.safeschools.com/login>. You are required to complete the training video titled "**Mandated Reporter: Child Abuse & Neglect**" and pass the accompanying quiz. After this is finished, you must submit your certificate of completion to the school site.
5. Once your Volunteer Form, TB clearance, DOJ/FBI clearances and child abuse training certificate have been received by HESD Human Resources, your name will be included at the next available Board Meeting for approval. Once approval has been established, the school will be notified, and they will notify you of your clearance to volunteer. Please be wise with your Volunteer Registration and LIVESCAN forms as they hold your personal/confidential information.