



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Fingerprinting Requirements and Procedures

NUMBER: BUL-050298.1

ISSUER: Linda Del Cueto
Chief Human Resources Officer
Human Resources Division

DATE: February 10, 2020

ROUTING
All Employees
All Locations

POLICY: It is the policy of the Los Angeles Unified School District (LAUSD) that all applicants be fingerprinted, including certain volunteers, student workers and former employees returning to District service whether as certificated, classified, unclassified, an intern, or an Interscholastic Athletics Coach (paid or unpaid). All must be cleared by Employee Relations and Services based upon a review of the California Department of Justice (DOJ), Federal Bureau of Investigation (FBI), and/or the Child Abuse Central Index (CACI) fingerprint response system (Live Scan) within 60 days of the start of their assignment.

MAJOR CHANGES: This Policy Bulletin replaces Human Resources Division BUL-050298.0 of the same subject issued May 25, 2018 which has been changed to update the name of the new Chief Human Resources Officer.

GUIDELINES: The following guidelines apply.

I. Certificated Applicants

- A. Prior to final approval for employment and before beginning an assignment, all certificated applicants, including former employees returning to District employment, are required to be fingerprinted and cleared by Employee Relations and Services based on a review of the DOJ fingerprint response.
- B. In addition to the DOJ, all certificated applicants who are simultaneously applying for a teaching credential through the District are also required to be cleared for the California Commission on Teacher Credentialing (CTC).
- C. Active classified employees with DOJ and FBI clearance on file seeking to change to a certificated position and applying for a California teaching credential through the District are required to be re-fingerprinted and cleared for the CTC.



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- D. Active Early Education Center certificated and classified employees with DOJ, FBI and CACI clearances on file seeking to change to a non-EEC certificated position and applying for a California teaching credential through the District are required to be re-fingerprinted and cleared for DOJ and CTC.

II. Classified and Unclassified (except Early Education Centers)

- A. Prior to final approval for employment and before beginning an assignment, all classified and unclassified applicants, including former employees returning to District employment, are required to be fingerprinted and cleared by Employee Relations and Services based on a review of the DOJ and FBI fingerprint responses.
- B. Any certificated employee with DOJ prints on file, seeking a classified assignment, is also required to be cleared by Employee Relations and Services based on a review of their FBI fingerprint response.
- C. Any Early Education Center employee with DOJ, CACI, and FBI prints on file, seeking a non-EEC classified assignment, is also required to be printed and cleared by Employee Relations and Services based on a review of their DOJ and FBI fingerprint responses.

III. Early Education Centers (Certificated, Classified, Unclassified)

- A. All Early Education certificated, classified and unclassified applicants, including former employees returning to District employment, are required to be fingerprinted and cleared by Employee Relations and Services based on a review of the DOJ, FBI, and CACI fingerprint responses.
- B. Any certificated, classified, or unclassified employees with DOJ, or DOJ and FBI clearances on file, seeking an Early Education Center assignment, must be fingerprinted and cleared by Employee Relations and Services based on a review of the DOJ, FBI, and CACI fingerprint responses.

IV. District Students

- A. District students enrolled at school locations through Grade 12 who are applying for temporary, part-time positions are not required to be fingerprinted.



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- B. District students enrolled at school locations that are not Pre K through Grade 12 who are applying for temporary, part-time positions are required to be fingerprinted. They may not begin an assignment until fingerprints are processed and they are cleared by Employee Relations and Services based on a review of their DOJ and FBI fingerprint responses.

V. **Volunteers (See BUL-6746.0 – *Establishing and Administering School/Office Volunteer Programs* dated August 14, 2017)**

- A. All volunteer (unpaid) coaches/assistant coaches (regardless of the number of hours served) at senior high schools cannot begin interacting or having contact with students until their fingerprints are processed and they are cleared by Employee Relations and Services based on a review of their DOJ and FBI fingerprint responses.

- B. The following parent and community volunteers cannot begin interacting or having contact with students until their fingerprints are processed and they are cleared by Employee Relations and Services based on a review of their DOJ and FBI fingerprint response:

1. All volunteers assisting with direct instruction to students (even if supervised by a certificated employee), regardless of the number of hours engaged in such activity.
2. All individuals volunteering in any school for more than 16 hours per week (including parents), regardless of the type of supervision.
3. All individuals volunteering for fewer than 16 hours per week under general supervision and whose duties require more than limited contact with students (as determined by the school principal). Examples of duties for persons volunteering for fewer than 16 hours per week under general supervision requiring fingerprinting include the following:
 - i. Playground assistants
 - ii. Lunch supervision

- C. All individuals volunteering for fewer than 16 hours per week under general supervision and whose duties require limited contact with students (as determined by the school principal) do not require fingerprinting. Examples of duties for persons volunteering for fewer than 16 hours per week under general supervision not requiring fingerprinting include the following:



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1. Parent Center assistants
2. Parking valet volunteers
3. Field trip volunteers
4. Parents/guardians observing in the classroom of their child under the direct supervision of a teacher.

VI. Unpaid interns (ex. School of Mental Health, Pupil Services and Attendance, etc.)

- A. Interns completing their experience hours in schools or other locations and having contact with students, regardless of the number of hours per week cannot begin interacting or having contact with students until their fingerprints are processed and they are cleared by Employee Relations and Services based on a review of their DOJ and FBI fingerprint responses.

VII. Fingerprinting Fees (See Attachment A)

- A. The cost for fingerprinting certificated applicants is \$32 for clearance by the DOJ, with deductions of \$16 each from the certificated employee's first two (2) salary warrants.
- B. The cost for fingerprinting certificated applicants requiring clearance by the CTC and DOJ is \$88 (\$32 by the DOJ and \$56 by the CTC), with deductions of \$22 each from the certificated employee's first four (4) salary warrants.
- C. The cost for fingerprinting active classified applicants who are applying for a teaching credential through the District is \$56 for clearance by the CTC, with deductions of \$28 from the employee's next two salary warrants.
- D. The cost for fingerprinting classified and unclassified applicants is \$56 (\$32 by the DOJ and \$24 by the FBI), with deductions of \$28 from the classified/unclassified employee's first two (2) salary warrants. Classified and unclassified employees paid semi-monthly will have a deduction of \$14 from each of the first four (4) salary warrants.
- E. The cost for fingerprinting Early Education classified and unclassified applicants is \$74 (\$32 by the DOJ, \$24 by the FBI, and \$18 by the CACI), with deductions of \$37 from the classified/unclassified employee's first two (2) salary warrants. Classified and unclassified employees paid semi-monthly will have a deduction of \$18.50 from each of the first four (4) salary warrants.



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- F. The cost for fingerprinting unpaid volunteers, coaches, assistant coaches, interns, etc. requiring fingerprinting is \$56 (\$32 by the DOJ and \$24 by the FBI) and is to be paid in full at the time of fingerprinting by a money order/cashier's check made payable to LAUSD. This fee is not paid by LAUSD, school or student body funds.
- G. In addition, the cost of fingerprinting, at LAUSD approved fingerprinting sites, for school volunteers serving in LAUSD public schools, will be waived.

VIII. Identification Required for Fingerprinting

- A. To be fingerprinted, all certificated, classified, and unclassified applicants for employment, including former employees returning to District employment and interns must produce current, valid, and unexpired picture identification which matches the name and birthdate information on their fingerprint application. Acceptable forms of picture identification include the following:
 - 1. Valid California Driver License or California Identification Card.
 - 2. Valid out-of-state driver license.
 - 3. Valid U.S. Passport can be substituted if no California Driver License, California Identification Card, or out-of-state driver license is available.
 - 4. If the applicant is not a U.S. citizen, a valid Permanent Resident Card, an Alien Registration Card, or Work Authorization Card.
- B. To be fingerprinted, all volunteers and unpaid coaches requiring fingerprinting must produce a current, valid, and unexpired picture identification which matches the name and birthdate information on their fingerprint application. Acceptable primary forms of picture identification include one of the following:
 - 1. Valid California Driver License, California Driver License (under AB60), or California Identification Card.
 - 2. Valid out-of-state driver license.
 - 3. Valid Passport.
- C. For volunteers/interns (unpaid) requiring fingerprinting who do not have a primary form of photo identification (as listed in VIII. A–B above), two (2) or more secondary forms of identification may be accepted. For information contact Employee Relations at (213) 241-6591.



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IX. Fingerprinting Locations

- A. Appointments for fingerprinting can be made by calling the appropriate LAUSD location indicated in Attachment B, which also indicates the type of individuals that can be fingerprinted at each site and the hours open for fingerprinting. Please contact Employee Relations at (213) 241-6591 for information on fingerprinting options outside of LAUSD locations.
- B. The documentation/form required at the time of fingerprinting varies by the position/assignment being fingerprinted. When making the fingerprinting appointment, verify the documents/forms that are required to be presented at the time of the fingerprinting and the amount of the money order/cashier's check made payable to LAUSD that is required. (Only for volunteer coaches/assistant coaches, other volunteers, and unpaid interns).

X. Administrator/Supervisor Fingerprint Clearance Responsibilities

- A. Schools (administrator or other authorized person) with volunteer applicants requiring fingerprints must contact the appropriate fingerprinting office. Please see Attachment B for contact information and to schedule a fingerprinting appointment.
- B. The school/location administrator/supervisor has the responsibility to verify that the applicant or volunteer has been fingerprinted and cleared by Employee Relations and Services based on a review of the person's DOJ and FBI fingerprint responses PRIOR to allowing the person to begin to work (employees) and/or to begin interacting or having contact with students (volunteers/interns requiring fingerprinting per this bulletin).
- C. Administrators at Early Education centers have the additional responsibility to verify that the applicant or volunteer has been fingerprinted and cleared by Employee Relations and Services based on a review of the person's CACI clearance PRIOR to allowing the person to begin to work or volunteer.
- D. Administrators/supervisors can verify whether an individual's fingerprinting has taken place and he/she has been cleared to work or volunteer by calling Employee Relations and Services at (213) 241-6591.



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AUTHORITY: This is a policy of the Superintendent of Schools. The following legal standards are applied in this policy:

- Board of Education Rule 1908
- Criminal Background Checks AKA Michelle Montoya School Safety Act
- Education Code Sections 35021, 44830.1, 45122.1, 45125, 45125.1, 45125.2, and 49024
- Health and Safety Code Section 1596.871
- Penal Code §290 et seq. - *Sex Offender Registration Act*
- Penal Code §290.95

RELATED RESOURCES: Policy Bulletin BUL-6746.0, *Establishing and Administering School/Office Volunteer Programs* dated August 14, 2017 issued by Office of the Associate Superintendent, Support Services

Reference Guide REF-1265.4, *Student Body Salaries and Fingerprinting of Employees* dated October 12, 2007 issued by School Fiscal Services Division

Policy Bulletin BUL-6373.0, *Selection and Supervision of Athletic Coaches* dated September 3, 2014 dated September 3, 2014 issues by Office of the Superintendent

Policy Bulletin BUL-3872.0, *Fingerprinting and Criminal Background Compliance for Contractors* dated August 7, 2007 issued by Risk Management and Insurance Services

ASSISTANCE: For assistance or further information please contact the following offices regarding:

- Fingerprinting – call Employee Relations and Services at (213) 241-6591
- Processing individuals who are interested in applying to volunteer as a high school coach/assistance coach – call Interscholastic Athletic Department at (213) 241-5847
- Processing volunteers – call the applicable Local District (LD) Parent and Community Engagement Office below or (213) 481-3350:

LD Central – (213) 241-0126

LD East – (323) 224-3100

LD Northeast – (818) 252-5400

LD Northwest – (818) 654-3600

LD South – (310) 354-3400

LD West – (310) 914-2100



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ATTACHMENT A

Fingerprint Processing Requirement Chart

Position	Department of Justice DOJ \$32	Federal Bureau of Investigations FBI \$24	Commission on Teacher Credentialing CTC \$56	Child Abuse Clearance Index CACI \$18
Categorical Temporary Contract Teachers	x	n/a	n/a	n/a
Certificated	x	n/a	n/a	n/a
Certificated – Early Education	x	x	x	x
Certificated also applying for a credential through the District	x	n/a	x	n/a
Certificated also applying for a credential through the District <u>and</u> who are current District classified employees with DOJ and FBI clearance on file	n/a	n/a	x	n/a
Certificated – former unpaid volunteer/intern with DOJ and FBI clearance on file	x	n/a	n/a	n/a
Certificated returning to District service from Reemployment List	x	n/a	n/a	n/a
Classified	x	x	n/a	n/a



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ATTACHMENT A

Fingerprint Processing Requirement Chart, cont.

Position	Department of Justice DOJ \$32	Federal Bureau of Investigations FBI \$24	Commission on Teacher Credentialing CTC \$56	Child Abuse Clearance Index CACI \$18
Classified – Early Education	x	x	n/a	x
Classified – former unpaid volunteer/intern with DOJ and FBI clearance on file	x	x	n/a	n/a
Classified returning to District service from Reemployment List	x	x	n/a	n/a unless Early Education, then required
District Students (not Pre K – Grade 12) applying for Temporary Part Time	x	x	n/a	n/a
Interns – Unpaid	x	x	n/a	n/a
Unclassified	x	x	n/a	n/a
Volunteer Coach/Assistant Coach	x	x	n/a	n/a
Volunteers Required to be Fingerprinted	n/a	n/a	n/a	n/a



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ATTACHMENT B

Locations for LAUSD Fingerprinting

Fingerprinting is done Monday through Friday from 8:00 a.m. – 4:00 p.m. (unless otherwise noted) at the locations listed below. Fingerprinting appointments can be scheduled by calling the location directly at the number listed below for the location. The documentation/form required at the time of fingerprinting varies by the position/assignment being fingerprinted. When making the fingerprinting appointment, verify the documents/forms that are required to be presented at the time of the fingerprinting and the amount of the money order/cashier’s check made payable to LAUSD that is required at the time of fingerprinting (only for volunteer coaches/assistant coaches, other volunteers, and unpaid interns).

	Certificated	Classified	Unclassified	Volunteer Coaches/ Asst. Coach (unpaid)	Volunteers Requiring Fingerprint (unpaid)
<u>Central – Employee Relations and Services</u> 333 South Beaudry Ave., 14 th fl Los Angeles, CA 90017 (213) 241-6591	x				x (Appt. Only) including unpaid Interns
<u>Central – Certificated Workforce Management</u> 333 South Beaudry Ave., 15 th fl Los Angeles, CA 90017 (213) 241-6140	x EEC Sp Ed Community Reps. Volunteer Coach Prof. Experts Med Experts Temp Cert. Assignments Teacher Assistants	Limited to: Community Reps. Prof. Experts Student Aides		x (Appt. Only)	



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Locations for LAUSD Fingerprinting, cont.

	Certificated	Classified	Unclassified	Volunteer Coaches/ Asst. Coach (unpaid)	Volunteers Requiring Fingerprint (unpaid)
<p><u>Central – Certificated Assignments and Support Services – Early Childhood Education</u> 333 South Beaudry Ave., 15th fl Los Angeles, CA 90017 (213) 241-2404</p>	<p>x EEC teachers</p>				
<p><u>Mid Cities – Classified Employment</u> 944 W. 77th Street Los Angeles, CA 90044 (323) 753-3321 – press 9</p>		<p>x (Appt. Only in the am) Including Athletic Assistants not Community Reps. or Student Aides</p>		<p>x (Appt. Only Tues - F in the pm)</p>	<p>x (Appt. Only Tues - F in the pm) including unpaid Interns</p>
<p><u>Valley – Classified Employment</u> 6505 Zelzah Avenue Reseda, CA 91335 (818) 654-1600</p>		<p>x (Appt. Only in the am) including Athletic Assistants not Community Reps. or Student Aides</p>		<p>x (Appt. Only Tues - F in the am)</p>	<p>x (Appt. Only Tues - F in the am) including unpaid Interns</p>



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Locations for LAUSD Fingerprinting, cont.

	Certificated	Classified	Unclassified	Volunteer Coaches/ Asst. Coach (unpaid)	Volunteers Requiring Fingerprint (unpaid)
<p><u>Beyond the Bell – Middle School Unit – LD Central and East</u> 611 Jackson Street Los Angeles, CA 90012 (213) 633-3500</p> <p><u>Beyond the Bell – Student Auxiliary Services</u> 611 Jackson Street Los Angeles, CA 90012 (213) 633-3535</p>			<p>Beyond the Bell</p> <p>Civic Center</p> <p>LA’s Best</p> <p>School Supervision Aides</p> <p>Lifeguards</p>	<p>x (Appt. Only)</p>	<p>x (Appt. Only)</p> <p>including unpaid Interns</p>
<p><u>Beyond the Bell – Ready Set Go</u> 312 N. Garey Street Los Angeles, CA 90012 (213) 346-2160</p>			<p>Beyond the Bell</p>	<p>x (Appt. Only)</p>	<p>x (Appt. Only)</p> <p>including unpaid Interns</p>
<p><u>Beyond the Bell – Elementary School Unit LD South and West</u> 2060 West 156th Street Gardena, CA 90248 (310) 515-3010</p>			<p>Beyond the Bell</p> <p>School Supervision Aides</p>	<p>x (Appt. Only)</p>	<p>x (Appt. Only)</p> <p>including unpaid Interns</p>
<p><u>Beyond the Bell – Youth Development Program LD Northeast and Northwest</u> 5607 Capistrano Avenue Woodland Hills, CA 91367 (818) 587-4300</p>			<p>Beyond the Bell</p> <p>School Supervision Aides</p>	<p>x (Appt. Only)</p>	<p>x (Appt. Only)</p> <p>including unpaid Interns</p>