



### **Pupil Activity Program Providers — Screening Process**

California Education Code Section 49024 requires, in part, that non-employees working in a pupil activity program be fingerprinted and cleared through **both** state (DOJ) and national (FBI) levels. Pupil activity programs would include onsite afterschool programs such as music, physical fitness, sports, science, dance, tutoring, etc.

#### **Pupil activity program providers must obtain these fingerprint clearances annually.**

Under the district's current volunteer screening process, volunteers who must submit fingerprints through DOJ and FBI (Category D volunteers) are already in compliance with the law.

The following procedures apply to companies and individuals who are providing services in a pupil activity program at school sites and are being compensated for those services by parents, students, PTA or PTO, booster club, the district, or some other source.

Companies (or individuals) have two options for complying with the new fingerprint requirements:

- 1) Obtain an authorization (ORI) number from the California Department of Justice which will permit them to have their employees fingerprinted and the prints submitted to the DOJ and FBI for a background check. Instructions and forms to apply for an ORI number are available on [www.ag.ca.gov](http://www.ag.ca.gov), links> Programs A - Z > Fingerprints > Applicant Agencies/Forms. Item #3, "Authorization Request Packet for School Contractor Employers," should be downloaded, completed and submitted to the Department of Justice. Once the ORI number is obtained, companies may send their employees to any fingerprinting agency. The cost is approximately \$76.00. Results of fingerprinting will be returned directly to the company. The company is then required to provide a certification letter to the school site setting out the names of the employees whose backgrounds have been cleared and who are able to begin the program (**see attached sample of "Fingerprint Certification" for suggested format**). This procedure is highly recommended for companies that need to clear more than 20 people.

**Note: Because of high demand, obtaining an ORI number may take several weeks. However, many companies have already obtained a number and so may proceed with the fingerprinting process.**

- 2) Companies or individuals may also submit fingerprints through the Clearinghouse process. Fingerprints must be rolled and transmitted at the Livescan facility at School Police in order for clearances to be correctly tracked and processed. School Police will provide the necessary forms to the fingerprinting applicant and will notify the school site when the applicant has cleared. The cost is \$76.00.

**Note: Results from fingerprints submitted through the Clearinghouse process are accessible to the human resources departments of all public school districts in San Diego County. Selected personnel are authorized to view any potentially negative findings for any applicant who requests a background check through this process.**

Questions regarding these procedures may be directed to Helen Elhard, Livescan Fingerprinting Supervisor, 619-725-7016.