

TO: Director of Interns and Pre-Interns

FROM: Aron Muse, Director
School Based Staffing
Human Resource Services
Duval County Public Schools

SUBJ: FINGERPRINTS

FS 1012.32 (2)(d), states that students participating in field experiences in school districts must be fingerprinted.

We have developed procedures for fingerprinting interns and education students participating in a field experience which must be followed.

1. A list of all pre-interns and interns must be sent to Lynn Levert prior to beginning field experience.
2. Fingerprinting must be prepaid.
3. The cost for fingerprinting is \$81.25. Payment may be made two ways:
 - Credit card (Visa or MasterCard only) via the Internet
<http://www.flprints.com> (24 hours a day) or calling 1-877-357-7456
(M – F 8:00a.m. to 5:00 p.m.); OR
 - Money order or Cashier's check made out to **Fingerprinting Services, LLC**. The money order or cashier's check should be brought to the fingerprint appointment and given to the person processing the prints.
4. The student will need to call our Security Office at 390-2005 to set an appointment for fingerprinting. **Only students with an appointment will be fingerprinted.** Students should come to the first floor of the school board building at 1701 Prudential Drive to be fingerprinted.
5. Fingerprinting must be completed and the university contact notified that each pre-intern or intern has been cleared before they report to the schools.

Please be sure to share the hiring guidelines with all students requesting placement within Duval County Public Schools.



TO: Field Placement Administrators

FROM: Aron Muse, Director,
Human Resource Services, School Based Staffing

RE: **Internship/Pre-Internship Placement Procedures**

DATE: September 16, 2011

As we begin another year of internships and pre-internships I would like to take a moment to go over the placement procedures for interns and pre-interns. It is imperative that we work as a team to ensure that the placement process is done correctly. The procedure we have in place is to protect our partnership with the colleges and universities, our teachers and most importantly, the safety of our students.

We ask that no potential intern or pre-intern be advised to contact the schools directly for placement. School administrators have been directed to contact our office when a student contacts them for placement. All placements request will need to be sent directly to our office only then will we secure a placement for the student. Once the student has been cleared through a background check and placement secured they are permitted to contact the schools.

Students are not to contact schools or teachers and personally request a placement. Students can be declined for placement within Duval County Public Schools if these procedures are not followed.

Your cooperation in ensuring that this procedure is enforced is greatly appreciated.

HIRING GUIDELINES

Circumstances which make a candidate ineligible for employment (***NEW HIRE and those RETURNING***) with the Duval County Public Schools are as follows:

Please Note: *The Duval County Public Schools will not hire anyone who has a felony charge disposition resulting in a conviction, a pre-trial diversion, a guilty plea, a plea of nolo contendere and/or a withhold of adjudication, a Pardon/Clemency.*

- ✓ Applicant had a professional license (a driver's license is not a professional license) or a Professional Certificate, including a teaching certificate, sanctioned by the issuing agency in this or any state. Sanction is defined to include: suspension; revocation; discipline, such as issuance of a reprimand or fine; or, otherwise conditioned, such as placed on any restriction or probation. Applicant resigned, surrendered, or otherwise relinquished a professional license or certificate in this or any state. Applicant has an action pending in this or any state against a professional license or certificate you hold or held. Applicant has any action pending in this or any state against an application for a professional license or certificate you have on file. (A determination of academic ineligibility is not considered denial of a license or certificate.)
- ✓ Applicant has two or more misdemeanor charge dispositions resulting in pre-trial diversion, a guilty plea, a plea of nolo contendere and/or a withhold of adjudication.
- ✓ Applicant has unresolved criminal charges.
- ✓ Applicant has a prior employment termination for unsatisfactory performance.
- ✓ Applicant has a prior employment termination for cause.

If a candidate is rejected for employment, the candidate may appeal the rejection to the Office of Professional Standards. If there is any misrepresentation, falsification or omission on the candidate's application or the information or documentation submitted on appeal, the candidate will be rejected for employment with Duval County Public Schools or any agency associated with Duval County Public Schools.

If the candidate has been hired in reliance on this false information, the applicant will be terminated.

TO: Field Placement Administrators
FROM: Aron Muse, Director,
Human Resource Services
RE: Updated Fingerprint Requirements
DATE: September 16, 2011

Effective July 2010, the DCPS Background Check Office will adhere to modified fingerprint requirements for all DCPS non-employee groups due to recent changes implemented by Florida Department of Law Enforcement (FDLE). Please be advised of the following:

- Individuals identified as a DCPS non-employee must be fingerprinted per requirements outlined in Florida statutes 1012.465-1012.468 (Jessica Lunsford Act).
- Individuals printed before August 1, 2010 may be in the Florida School Share Results database (FSSR). Lynn Levert will need a name and social security number to verify prints.
- Individuals that are current active DCPS employees with results on file will not have to reprint.

A new fingerprint form below must be used when scheduling appointments with security. Also, when making requests for clearances please email the student information in the following manner:

Name of Student	Full Social Security Number	Comments
Jane Doe	123-12-1234	Extended Day, Kelly, Teacher, etc.

Please do not refer students to contact our office to verify their prints or any other information. As a policy we are not at liberty to discuss any background information or internship placements with the student. All communication is to come directly from the Field Placement Administrator at the university or college.

FINGERPRINT PAYMENT INSTRUCTIONS FOR CONTRACTORS/NON-DCSB EMPLOYEES

WHO ARE CONTRACTORS/NON-DCSB EMPLOYEES:

- All Bus Employees
- All Title One Tutors
- Team Up, Communities In Schools, and AmeriCorps Employees
- Chartwell Employees
- Interns, Pre-Interns, and Observing Professors
- Charter School Employees

WHAT IS THE FEE AND PAYMENT METHODS FOR CONTRACTORS/NON-DCSB EMPLOYEES:

- **FEE: \$81.25 – Please note that you WILL NOT be fingerprinted if this amount is not paid.**
- Money Order – Payable to: Fingerprint Services LLC
- Credit Card by Phone: 1 (877-357-7456)
- Credit Card via Website: www.flprints.com

HOW DO I PAY ONLINE?

- On your computer's web browser, type: www.flprints.com
- Click "Continue"
- Click "Begin Payment Transaction," then complete required fields in the Applicant Information box (top)
- In the Payment Information box (bottom), please make sure you select "Contractor/Vendors" in the Transaction Type Box. The amount will reflect \$81.25. Then proceed to complete other required fields in the bottom box. (See picture below.)

https://www2.wildlifelicense.com Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Education

Applicant Information

* Denotes Required Fields

First Name: _____

Middle Initial: _____

Last Name: _____

Please enter Soc Sec Number of Person Being Fingerprinted
If you do not have a Soc Sec Number to provide please select Alternate ID Number.

ID type: Soc Sec Number Alt ID Number

Soc Sec Num: _____ / _____ / _____

Re-Enter SSN#: _____ / _____ / _____

Phone Number: _____

Payment Information

* Denotes Required Fields

Transaction Type: **Contractors/Vendors**

Transaction Total: **\$81.25**

Card Type: VISA MasterCard

Done

start

Correct Payment for Contractors/Non-DCSB Employees

DCPS FINGERPRINT INFORMATION – Please Print

NAME:

As it appears on Social Security Card **Last** _____ **First** _____ **Full Middle** _____

<u>SOCIAL SECURITY NUMBER:</u> _____ - _____ - _____	<u>DATE OF BIRTH:</u> 19 ____ / ____ / ____ <small>YEAR MONTH DAY</small>
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<u>GENDER:</u> <input type="checkbox"/> Female <input type="checkbox"/> Male	<u>RACE:</u> <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American <input type="checkbox"/> Unknown/Other <input type="checkbox"/> Black <input type="checkbox"/> White
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<u>HEIGHT:</u> _____ <small>3 digits example: 5 ft 3 in = 503, 6ft=600</small>	<u>WEIGHT:</u> _____
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<u>EYES:</u> <i>select one</i> <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Hazel <input type="checkbox"/> Brown <input type="checkbox"/> Maroon <input type="checkbox"/> Gray <input type="checkbox"/> Multicolor	<u>HAIR:</u> <i>select one</i> <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Bald <input type="checkbox"/> Red <input type="checkbox"/> Blond/Strawberry <input type="checkbox"/> Sandy <input type="checkbox"/> Brown <input type="checkbox"/> White
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STATE OF BIRTH: _____ **US CITIZEN?:** ____ Yes ____ No
 (If **not** USA, indicate country)

CURRENT ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____ **PHONE** _____

<input type="checkbox"/> PARA	<input type="checkbox"/> CDA	<input type="checkbox"/> FULL-SERVICE SCHOOL <small>(Company Name)</small>
<input type="checkbox"/> COACH (sports only)	<input type="checkbox"/> COMM ED	<input type="checkbox"/> INTERN <small>(College/University Name)</small>
<input type="checkbox"/> CIS	<input type="checkbox"/> EXT DAY	<input type="checkbox"/> BUS <small>(Circle One) Durham First Student Student Transportation of America</small>
<input type="checkbox"/> ADMINISTRATOR <small>(Title)</small>	<input type="checkbox"/> CIVIL SERVICE <small>(Title)</small>	<input type="checkbox"/> CHARTER SCHOOL <small>(Circle One) Certified Non-Certificated (Charter School Name)</small>
<input type="checkbox"/> TEACHER <small>(Provide Name)</small>	<input type="checkbox"/> FOODSERVICE	<input type="checkbox"/> TITLE ONE <small>(Provider Name)</small>
<input type="checkbox"/> TEAM UP	<input type="checkbox"/> OTHER <small>(Specify)</small>	

Chapter 119.07 FS, requires agencies to notify individuals of the purpose(s) that require the collection of Social Security numbers (SSNs). Notice: SSNs are used as identifiers for processing fingerprints with the Federal Bureau of Investigation and the Florida Department of Law Enforcement. Background results are for use by Duval County Public Schools only. Reports can't be released to third parties, including the employee.

FOR OFFICIAL USE ONLY:

Fingerprint Tech (initials): _____ Date: _____ ID Provided: ____ Yes ____ No revised 8/10