



Fingerprinting Requirement for St. Francis High School Volunteers

Because of California state law and to ensure the safety of our students, St. Francis upholds the diocesan policy that *no adult* may participate as a volunteer on campus or working directly with students unless the adult has fingerprint clearance on file with the Diocese. Adults who instruct, supervise, drive or chaperone students must obtain fingerprint clearance. SFHS requests that all parents/guardians complete the fingerprinting process early in the school year.

Fingerprints Already on File Within Diocese

You *do not* need to be fingerprinted for St. Francis High School if you were fingerprinted, at your daughter's Sacramento diocesan elementary or high school, after April 25, 2000.

If this applies to you, simply complete the Request for Fingerprinting Records Form and submit it to the St. Francis office. The form is available in the Parent section of the St. Francis website and in the school office.

Note: Please do not contact the Catholic School Department directly. If you are not sure if your fingerprint report is on record with the Diocese or St. Francis, contact the St. Francis High School Dean of Students.

Fingerprints Not on File Within Diocese

You *must* submit proof of CA Office of the Attorney General Live Scan Fingerprinting to St. Francis High School if you do not have fingerprinting records on file as described above. Previous public or non diocesan private school (or employers) *cannot* transfer fingerprint records to SFHS or the Diocese.

A list of locations that provide Live Scan service is available on the St. Francis website and in the school office.

Fees vary. There is a \$42 processing fee in addition to the fee charged by the company providing the service.

Once you have been fingerprinted you must either mail or deliver one copy of the completed Live Scan form to the Dean of Students office.