# FINGERPRINT PROCEDURE

Please review the information listed below, as it is imperative that your background check is completed in enough time to allow you to accompany your child on any overnight trip you have volunteered to chaperone.  Once you have been fingerprinted, the results are good for 5 years.

1. **Print the FINGERPRINTING APPLICANT INFORMATION form.**
   a. Complete the form legibly.
2. **Get your Fingerprints taken electronically.**
   a. Take your completed form to 1SureScan at 1516 East Colonial Drive, Suite 201, Orlando, FL  32803. They are open for fingerprint processing **Monday through Friday, between the hours of 9:00 a.m. & 3:00 p.m.** Walk-ins are welcome, but please contact 1SureScan (407-982-2077) to make sure their hours have not changed.
   You must bring a photo ID (D.License is fine) & **$60.00** for payment in cash or **$65.00** for payment with credit card.

Once you have completed your fingerprinting it will take 48-72 hours to process. Results of the background check will be sent back to LECS and only Mrs. Morell & Mrs. Schendel will have access to that information.  The following will preclude you from being allowed to chaperone overnight:
1) any convictions of any kind concerning children, 2) any convictions involving weapons, 3) any felony drug convictions or multiple charges within the last five years.  Any other questionable charges will be reviewed by administration and legal counsel will be consulted if deemed necessary.

All 8th grade Washington D.C., Chaperones must have their fingerprinting completed no later than **January 31st** or they will not be able to participate & no monies will be refunded.
All 5th grade Tallahassee Chaperones must have their fingerprinting completed no later than **January 31st** or they will not be able to participate & no monies will be refunded.  You may count six hours of volunteer time up to a maximum of twelve hours per family (2 background checks) to compensate for the expense of the background check(s).