

## TO FINGERPRINT OR NOT TO FINGERPRINT?

### USE THIS CHECKLIST TO DETERMINE WHICH OF YOUR EMPLOYEES AND/OR VOLUNTEERS MUST BE FINGERPRINTED UNDER AB 346

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Is the individual an employee or volunteer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the individual certificated?             | <input type="checkbox"/> | <input type="checkbox"/> |

*If you have answered "yes" to No. 2, stop here. This individual has already passed required clearances and will not need to be fingerprinted again. If you have answered "no" to No. 2, proceed.*

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 3. Is the individual a volunteer supervisor for breakfast, lunch, or other nutritional period?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the individual a nonteaching volunteer aide under the immediate direction of a certificated employee? (Examples: parent helping in a classroom, parent on a field trip, or community member providing noninstructional services.) | <input type="checkbox"/> | <input type="checkbox"/> |

*If you have answered "yes" to either Nos. 3 or 4, stop here. This individual is exempted from the fingerprinting requirements under the new law. If you have answered "no" to Nos. 3 and 4, proceed.*

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 5. Will the individual be supervising students during a district-sponsored school activity? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will the individual be alone with students when supervising them?                        | <input type="checkbox"/> | <input type="checkbox"/> |

*If you have answered "yes" to Nos. 5 and 6, you must have this individual fingerprinted by both the DOJ and FBI. If you have answered "no" to either of these questions, you do not have to require the individual to be fingerprinted, but you should be certain that the individual will never be alone with students before exempting him/her from the law's requirements.*