

## CLASSROOM AND FIELD TRIP VOLUNTEERS

For the safety of our children, ALL school volunteers are required to be fingerprinted and pass a TB test.

Mt. Diablo Unified School District appreciates your dedication to the students of our community. Please follow these simple directions in order to be cleared to volunteer in our classrooms:

1. Contact your physician for a TB test. Allow for the 48-hour reading requirement (you will have the test performed on one day and will need to return to have the test read 2 days later).
2. Contact the Mt. Diablo Unified School District Personnel Services Office at **682-8000, Ext. 4153** to schedule your fingerprint appointment. Fingerprinting may be conducted by the District in the Personnel Services Office or an outside agency. If using an outside agency, you must pick up the paperwork provided by Mt. Diablo Unified School District from the Personnel Services office.
  - Proof of negative TB cannot be older than 60 days.
  - Previous fingerprint records from other agencies are not acceptable; there is no cross-agency reciprocity when it comes to checking and monitoring fingerprinted individuals.
  - If you are being fingerprinted by the District, fingerprinting must be done at the District Office; the machine is not mobile and so cannot be brought to school sites.
3. Bring **TB test results** with you to the District Office for your fingerprinting appointment. **There is a \$32 fee for fingerprinting (CASH ONLY). If you have lived in California less than one year, the fee is \$49.**

Please schedule your fingerprinting appointment as soon as possible. The District Office is open during the summer months and welcomes appointments. Waiting until the start of the school year can delay your clearance due to the overwhelming number of parents seeking fingerprinting appointments.

You need only be fingerprinted ONCE through the District; however new TB tests are required every 4 years.

The Personnel Office updates our fingerprint clearance log on a regular basis. If you are unclear of your status, please contact the Office Staff at your school site.

**Thank you for volunteering!**

Disclaimer: Mt. Diablo USD is not responsible for, nor has any authority over, Department of Justice (DOJ) response time. Once fingerprints are taken, and sent to the DOJ, it may take up to 30 days (or longer) for fingerprint clearance to occur. Once clearance has been obtained, you will be notified of your clearance as long as all process components have been followed; i.e. payment has been received and clear TB test has been submitted.