

Public School Districts

FINGERPRINTING CHART

The chart below is intended to provide general guidance regarding fingerprint authorizations for public school districts. Please consult your agency's legal advisor for questions regarding processes developed at your school district for specific classifications.

FCC - Fingerprint Clearance Card (plastic card issued after applicant applies and DPS makes suitability decision)

CHC - Criminal History Check (school receives paper criminal history results from DPS to use for suitability decision)

	Fingerprint Clearance Card (FCC)	Arizona/FBI Criminal History Check (CHC)	Arizona only Criminal History Check (no FBI check)
Certified Employees	IVP FCC required for personnel certified through AZ Dept of Education	*CHC allowed for subsequent checks if desired but employee must maintain FCC	CHC allowed for provisional hires waiting for IVP FCC *CHC allowed for subsequent checks if desired but employee must maintain FCC
Non-certificated (classified) Employees	IVP FCC allowed (must have either IVP FCC or Arizona/FBI CHC)	CHC allowed (must have either IVP FCC or Arizona/FBI CHC)	CHC allowed for provisional hires waiting for IVP FCC *CHC allowed for subsequent checks if desired
Non-Parent/Non-Guardian Volunteers (without <u>direct</u> supervision by certificated employee)	*IVP FCC allowed (must have either IVP FCC or Arizona/FBI CHC)	*CHC allowed (must have either IVP FCC or Arizona/FBI CHC) *CHC allowed for subsequent checks if desired	*CHC allowed for subsequent checks if desired
Parent Volunteers	*IVP FCC allowed, not required	*CHC allowed, not required	*CHC allowed, not required
Contractors, Subcontractors, Vendors (and their employees)	IVP FCC required unless exempted per ARS 15-512.H	N/A	N/A

* Arizona Revised Statutes §15-512 sections A, C, and G contain language concerning whether the school or the applicant/volunteer bears the cost of obtaining the clearance card or fingerprint check. Please consult your legal advisor concerning whether your school or the applicant/volunteer is responsible for the cost for the specific classification and/or situation for which the person is being fingerprinted.