December 2018

Dear Elk Grove Unified Parents and Families,

In building upon current practices to ensure the safety of students and staff, the Elk Grove Unified School District wishes to clarify and reiterate the District’s Volunteer Assistance Board Policy and Administrative Regulation 1240 which requires all volunteers working with students in a “student activity or program” to be fingerprinted through a Department of Justice and Federal Bureau of Investigation criminal background check and cleared by the district prior to beginning volunteer duties.

The District greatly appreciates all of its current volunteers in its schools and recognizes the value that these individuals bring to students, staff, and programs. Currently, thousands of volunteers have undergone the fingerprinting process. Please know that volunteers need only complete the fingerprinting process once during their children’s time in the District.

To Whom Does the Policy Apply?
This policy and administrative regulation applies to all volunteers working with District students, including those who volunteer at overnight field trips, those volunteers who drive students to and from field trips, and parents/guardians and other members of the community who intend to work directly with or for students in a student activity or for a student program. This policy does not apply to those parents/guardians or other members of the community who plan to only visit or observe their child’s educational program or attend a student activity or program.

How Long Does the Fingerprint Process Take?
Please note that the fingerprinting process and background clearance varies and can take approximately 2 weeks to complete. As such, we ask that you please keep this timeline in mind if you wish to volunteer for a specific event or on a specific date. Also, this policy clarification might increase the volume of individuals who wish to undergo the fingerprint process so that they may perform volunteer services in the District, which could impact the speed of clearance for those who plan to volunteer at their child’s school and have not yet been fingerprinted or cleared to volunteer.

Where Can I Get My Fingerprints and Clearance Done?
Enclosed is document on Frequently Asked Questions for your review including the contact information for the Volunteer Assistance Fingerprinting Office with open hours and how to make an appointment. If you have additional questions about this policy, please feel free to contact the Office of Legal Compliance at legalcompliance@egusd.net.

Thank you in advance for your cooperation in ensuring the safety of our schools and students.

Sincerely,

Xanthi Pinkerton
Director, Communications