

## Fingerprinting Process Human Resources 2017-2018

Principal, Secretary, or Volunteer Coordinator send names and phone numbers of volunteers to be fingerprinted

Human Resources sets up Fingerprinting

Human Resources send the list of those who can volunteer

HR tells those who are fingerprinted that the buildings will contact them to volunteer

HR tells all those fingerprinted if their fingerprint is on Hold they will be contacted by Human Resources

Who should be fingerprinted?

Those who volunteer on a continual schedule

Those who could potentially be alone with students

If there is a question about someone being fingerprinted, contact HR.