



North Shoreview Montessori Music & Art School

Volunteers' Fingerprinting Requirements

As you know, the safety of our students is our first priority. Therefore, in planning for the 2009-2010 school year the District's Administrative staff has decided that parent volunteers who work directly with students and are NOT in the presence of a certificated teacher *must* be fingerprinted including those who drive students on field trips. Fingerprinting is only required ONCE from each volunteer and is maintained at the district office. The file will remain active and applicable even if your student changes schools. Also, your fingerprinting results will be cross referenced for all your children even if they are in different schools in the San Mateo Foster City School District.

We realize that this requires your support so we are making every effort to set up a process that will work smoothly and efficiently. Here at North Shoreview we are asking each parent who wants to volunteer or drive on a field trip to get fingerprinted.

On Saturday, August 29th from 8:00 a.m. to 6:00 p.m. we have made arrangements for our North Shoreview parents to be fingerprinted by Contemporary Services Corporation. In order to take advantage of this service you will need to complete the following steps:

1. Get a pre-printed form (Livescan) for each volunteer and/or driver from Carol in our school office to take with you to Contemporary Services Corporation.
2. Call for an appointment at 650-524-8889.
3. At your appointment time go to CSC with either cash or a check for \$47 (\$15 for rolling fee and \$32 for Dept. of Justice), a driver's license or I. D. and the Livescan form.
4. **Return the yellow part of the Livescan form to the North Shoreview office.**
5. Volunteers will be asked to cover the cost of the fingerprinting. Our school district will notify the school when the volunteer has been cleared to start working with students or driving on trips. It takes at least three weeks to get the results so please call right away!

If you are unable to go to Contemporary Services on August 29th, you can still use their service on another day. Just call for an appointment.

Another option is the San Mateo County Office of Education for \$44. To use this service you will need to:

1. Email the SMCOE your availability: Livescan@smcoe.k12.ca.us It is best if you can give them a big range ie "Monday afternoons" or "any day except Wednesday". They are closed Monday, Wednesday and Friday from 10-11 am. *They will email back with an appointment time.*

2. At your appointment time go to the SMCOE with your \$44 money order or cashier's check plus I.D. and the Livescan form. Please note that the SMCOE will ONLY accept a \$44 money order or cashier's check made payable to *County School Service Fund*.

Thank you so much for your understanding and cooperation in this process. All of us want to do everything possible to ensure the health and safety of every child in our care.

Please note: Those who drive students on field trips must also submit driver forms, driver's license, and insurance information annually.

Contemporary Services Corporation (/CSC) 1710 S. Amphlett Blvd. #128 (By Marriott Hotel) San Mateo, CA 94402 650-524-8889
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San Mateo County Office of Education (SMCOE) 101 Twin Dolphin Drive Redwood City, CA 94061 650-802-5300
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