



MT. DIABLO UNIFIED SCHOOL DISTRICT
JAMES W. DENT EDUCATION CENTER

1936 Carlotta Drive
Concord, California 94519-1397
www.mdusd.org
(925) 682-8000

PERSONNEL SERVICES

Date: _____

To: _____

From: Personnel Office

Subject: **FINGERPRINTING PROCESS FOR VOLUNTEERING WITHIN
THE MT. DIABLO UNIFIED SCHOOL DISTRICT.**

Thank you for volunteering your time to help at _____.

Administrative Regulation (AR) 1240, approved by the Board of Education on August 26, 2003, states that all volunteers have fingerprint clearance and evidence of freedom from active tuberculosis (TB).

Effective July 1, 2009, **there will be a \$32.00 fingerprinting charge payable in Cash (exact cash please), Money Order, or Cashier's Check made payable to Mt. Diablo Unified School District...NO PERSONAL CHECKS WILL BE ACCEPTED.** The Mt. Diablo Unified School District Personnel Office is located at the above address. *Evidence of a negative tuberculosis test done within the last 60 days must be provided to the Personnel Office at the time of your scheduled fingerprint appointment.* TB clearance remains valid for 4 years and fingerprints remain valid for the duration of your volunteering within the school district.

Please contact the Personnel Office at (925) 682-8000 x 4153 to schedule your fingerprint appointment.

When you come in for your appointment, please bring your TB clearance, \$32.00, and this letter with you. Again, thank you for your time and support for our students.

Volunteer Name: _____

Student Name: _____

Field Trip/Classroom: _____

Date of Field Trip: _____

TB Expiration Date: _____

Fingerprints do not have an expiration date.

Volunteer – Please keep a copy of this form and your current TB test results for your records. You may need to provide this when your child(ren) changes school sites.