PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue, Pacific Grove, California

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To: All PGUSD Volunteers

From: Billie Mankey, Director II, Human Resource

RE: Process for Livescan Fingerprinting
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Dear volunteers,

PGUSD Board of Education requires fingerprint clearance for ALL district volunteers. Fingerprinting is done at our District Office: 435 Hillcrest Ave. Pacific Grove. (Behind the Middle School Next to their Field) **Please follow these directions for scheduling your fingerprinting appointment:**

1. Schedule your appointment by e-mail or phone. Your main contacts will be Kelly Van Houtan at kvanhoutan@pgusd.org 646-6553 and Angela Lippert at alippert@pgusd.org 646-6593.

   - Please allow a minimum of 30 minutes to have your prints processed.

   - *Due to the time involved, please do your best to have childcare scheduled during the time of your printing appointment.*

2. Complete the Volunteer Packet and bring to your appointment. A TB test is not required. Complete the TB Risk assessment Questionnaire. It will then be reviewed by our district nurse. She will contact you if any questions arise.
3. Bring your driver's license.
4. The Processing fee is $20.00. **Cash only**

*You are only required to be printed one time for our district allowing you to volunteer from pre-school to High School so long as your record stays in good standing. If you have been fingerprinted for another agency, you **will need to be printed** through our district. The DOJ does not allow agencies to share information therefore we do not have access to your information past or future. This includes teachers with other local districts, hospital employees, police officers, inactive PGUSD substitutes etc.*

Thank you very much for your support of the students and staff of the Pacific Grove Unified School District!