

College of Education
Office of Student Services
G416 Norman Hall
392-1058, ext. 400

Fingerprint & Background Check Requirements FOR ALL EDUCATION MAJORS—INCLUDES MUSIC EDUCATION

The 2004 Florida legislature passed Senate Bill 2986 amending Sections 1012.32 and 1012.56, Florida Statutes. Effective June 10, 2004, all students in educator preparation programs who are engaged in field experiences and who have direct contact with PreK-12 students are required to supply the school district with fingerprints for the purpose of completing a criminal background check. The legislation became effective June 10, 2004. Educator preparation programs at UF include field placements in the Alachua County Schools. Therefore, to comply with the new legislation, the College of Education and the Alachua County Schools have developed the following requirements. Instructions for completing the fingerprinting and background check are included.

STUDENTS ENGAGED IN STUDENT TEACHING/INTERNSHIPS IN ALACHUA COUNTY SCHOOLS FOR THE FALL 2007 SEMESTER

Students who are assigned to the Alachua County Schools for a final student teaching/internship for the Fall 2005 semester **MUST** complete the fingerprinting and background check requirements by the Alachua County Schools' Personnel Office at 620 East University Avenue, in Gainesville **PRIOR TO** August 8, 2005, when PreK-12 students will begin their classes.

Even if you are unable to meet the deadline date, you **MUST complete the background with the Alachua County Schools check prior to beginning your internship in Alachua County Schools.**

CONTINUING AND NEW STUDENTS FOR THE FALL 2006 SEMESTER

All students who are currently admitted to and/or enrolled in an educator preparation program at UF (elementary, early childhood, secondary Proteach (English, Social Science, Biology, Chemistry, and Physics), special education, school counseling and guidance, school psychology, art, music, physical education, health education, and agricultural education) will be required to be fingerprinted and cleared by the Alachua County Schools' Personnel Office at 620 East University Avenue, in Gainesville, **PRIOR** to September 12, 2005.

FUTURE ADMISSION

Prior to **ENROLLMENT** in ANY educator preparation program at UF, a student must complete a background clearance through the Alachua County Schools' Personnel Office at 620 East University Avenue, in Gainesville.

STUDENTS IN THEIR FINAL SEMESTER AT UF

If you are in your final semester at UF and you **DO NOT** have assignments that require you to be in Alachua County Schools, you do not need to be fingerprinted. You **MUST** obtain, from your department a form, signed by the department chair, indicating that you will not be in local schools during your final semester.

FAILURE TO COMPLY with the requirements above will result in your being denied access to field placement settings in Alachua County Schools.

FINGERPRINT & BACKGROUND PROCEDURES

WHAT: Fingerprinting and Background Check

WHERE: Alachua County Schools' Personnel Office
WEST WING of the Kirby Smith Center
620 East University Avenue

WHEN: Tuesday - Friday
8:30 a.m. – 4:00 p.m.

COST: \$61.00 **credit card or money order ONLY**

NO cash accepted

Credit Card

To pay on line 24 hours a day, 7 days a week, go to <http://www.flprints.com>

Or call 1-877-357-7456, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Visa and MasterCard only will be accepted

Money Order

Present money order payable to Fingerprinting Service LLC at the time

Fingerprints are submitted. Students must print their name on the money order.

PROCEDURE:

- Go to the Human Resources Receptionist in the West wing of the Kirby Smith Center and indicate that you are a UF student who needs to be fingerprinted. **BE PATIENT** – the district personnel office has many employees and college/university students who will need fingerprinting at this time of the year in order to comply with the law.
- Take your photo ID and money order (if not using the credit card option).
- Complete the fingerprinting process (electronic fingerprints, no inky smudging).
- Thank the person who's doing the fingerprinting....it's a lot of work and it's going to be overload with all the UF students who need to be cleared in addition to students from other colleges/universities who complete placements in Alachua County. You will then be able to leave Kirby Smith.
- Background check/clearance will take approximately 24 hours. The district will print a receipt with a clearance stamp and forward it to Student Services, G416 Norman Hall, UF, where it will be retained.
- Fingerprint results that indicate criminal history may require you to provide arrest or court documents to the school district before a clearance can be determined. The College of Education's Office of Student Services will contact you if further information is needed.

ALACHUA COUNTY SUBSTITUTE TEACHERS

If you are a current (2004-2005) substitute teacher in Alachua County, please bring your Substitute Card to Student Services, G-416 Norman Hall, as proof that you have been fingerprinted by the School Board of Alachua County.