



Flagler County Public Schools

P. O. Box 755 ■ 3039 Highway 100 East ■ Bunnell, FL 32110
Telephone (386) 437-7526 ■ SUNCOM 370-7575 ■ Fax (386) 437-7577
www.flaglerschools.com

July 21, 2005

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To: All Vendors and Contractors with the Flagler County School Board

From: Bill Delbrugge, Superintendent *BD*

Re: The Jessica Lunford Act. HB 1877

A new Florida law enacted this year, known as **The Jessica Lunsford Act** will change the authorization and clearance procedures of who will be on any school campuses. This new law was passed in response to the tragic abduction and killing of Jessica Lunsford by a convicted sexual offender. This new law, effective September 1, 2005, will affect your business if you, your employees or your agents will have access to school grounds when students are present, have direct contact with students or have access to or control of school funds. A copy of House Bill 1877, which was approved by the Governor on May 2, 2005 (Chapter 2005-28, L.O.F., section 21) can be found by accessing the following link on the internet: <http://election.dos.state.fl.us/laws/05laws/ch2005-028.pdf>. However school will open for students in Flagler County on August 4, 2005.

As a result of this new law, your business should first determine whether you or any of your employees or agents will

- be at a school when students are present: or
- have direct contact with students: or
- have access to or control of school funds.

If you have no personnel who meet any of these criteria, the law does not apply to you, and you do not need to do anything. However, if you or other personnel from your business meet any of the three criteria above, you will need to ensure that those personnel are fingerprinted and screened. Level 2 screening includes fingerprinting, statewide criminal and juvenile justice records checks through the Florida Department of Law Enforcement and federal criminal records checks through the Federal Bureau of Investigation. Level 2 screening may also include local criminal records checks through the local law enforcement agencies.

The requirements of this new law must be met in order for the School Board to continue working with you. At this time, we are cooperating with state agencies to develop implementation procedures for this new law and information will be posted on our website, at www.flaglerschools.com.

We value your partnership with our School Board, and look forward to a continuing positive relationship.

A National Standard-Bearer School District

Equal Opportunity Employer

Flagler County Public Schools

3039 Highway 100 East, Palm Coast, FL 32164

(386) 586-2391

(386) 586-2396 (fax)

www.flaglerschools.com

Authorization to Fingerprint Applicant

The following individual has been identified as a probable hire by the department indicated.
Please fingerprint this applicant:

Applicant's Name	_____
Tentative Position Hired For:	_____
Department:	_____
Company/Vendor	_____
Hiring Administrator's Signature:	_____
Full Time _____ Temporary _____ Substitute _____ As Needed _____ #Hours _____	

All employees in the Flagler Public School District are required to be fingerprinted prior to beginning work and receiving a paycheck. **Pay is not initialized until the fingerprints are submitted and cleared and all paperwork is completed.**

Fingerprints will be taken by the Flagler County Public Schools Human Resources Department located at Portable #3 behind the County Office (3039 Hwy 100 East, Bunnell). Fingerprint days/hours are as follows:

Time of Year	Fingerprinting Days/ Hours
School Year	Monday - Friday 8:00 a.m. – 12:00 pm 1:00 pm – 3:30 pm
Summer	Monday - Thursday 8:00 a.m. – 12:00 pm 1:00 pm – 3:30 pm
<i>Office Hours – 7:30 a.m. – 4:00 p.m. (M-F)</i>	

When you come to be fingerprinted, bring the following:

- ✓ **Fingerprint Authorization Form** with the backside filled out. If you are a new employee, this form must be signed by a hiring administrator.
- ✓ **Sixty-one dollar (\$61.00) payment** for fingerprinting. **We do not accept cash or checks.** Acceptable forms of payment are:
 - *Money Order* – Make payable to "Fingerprinting Services"
 - *Credit or Debit Card* – Call 877.357.7456 or go to www.flprints.com to make your payment. You will be issued a confirmation number and must bring that number when you get fingerprinted. **Credit/debit payments should be made before coming to the HR Office.**

Fingerprint Information

Name _____
Last First Middle

Social Security Number: ____-____-____ US Citizen: Circle One: Yes No

Aliases AKA _____

Date Of Birth _____ Place of Birth _____
Month/Day/Year

Race: Circle One: Asian Pacific Islander Caucasian Latino African American
Native American (American Indian, Eskimo, Alaska Native) Unknown

Sex: Circle One: Male Female

Hair Color: _____ Eye Color: _____

Height: ____ft. ____in. Weight: _____ pounds

Missing Digits: _____

Address: _____

Phone Number: _____

For office use only

Money Order: Bank _____ # _____

Credit Card Confirmation #: _____

Cathy _____
Chris _____
Dawn _____
Paula _____

Brenda _____
Joyce _____
Phyllis _____