

To: Parents of Students in Grades K, 1 and All Parents New to the District

A revision at the District level has been decided regarding the fingerprinting of school volunteers.

- ❖ All Kindergarten and First Grade volunteers at any school within the district must be fingerprinted. This will include any volunteer who has been volunteering in prior years and continues to volunteer in the Kindergarten and First Grade level who has not been fingerprinted.
- ❖ All volunteers for overnight field trips must be fingerprinted and submitted 60 days prior to the scheduled trip to Central Office.
- ❖ New parents that have moved into the district who would like to volunteer in any capacity must be fingerprinted.

Here is a break down by school:

Elementary Schools:

- All Kindergarten and First Grade volunteers must be fingerprinted.
- Volunteers for grades 2-4 with direct one-on-one contact with a child must be fingerprinted.
- Volunteers for overnight field-trips in any grade must be fingerprinted and submitted at least 60 days prior to the scheduled trip to Central Office.

Reed Intermediate:

- Volunteer for coaching sports are required to be fingerprinted.
- Volunteers for overnight field-trips in any grade must be fingerprinted and submitted at least 60 days prior to the scheduled trip to Central Office.

Middle School:

- Volunteer for coaching sports are required to be fingerprinted.
- Volunteers for overnight field-trips in any grade must be fingerprinted and submitted at least 60 days prior to the scheduled trip to Central Office.

High School:

- Volunteer for coaching sports are required to be fingerprinted.
- Volunteers for overnight field-trips in any grade must be fingerprinted and submitted at least 60 days prior to the scheduled trip to Central Office.

Any parents with children in grades k or 1, in addition to those being new to the district, are asked to notify their child's school that they wish to volunteer, then pick up a fingerprint card from Joanne Lemire Morris at the District Office.