

Fingerprint Process

- Fill out the Fingerprint Log for each person sent for fingerprinting (i.e. new hires, board members, etc.)
 - Date sent for fingerprints
 - Last Name, Middle Name, and First Name
 - Social Security Number
 - School

- Submit the Fingerprint Log via e-mail to marie.carroll@polk-fl.net on a weekly basis or as necessary
 - Form will then be sent to the Investigators in Personnel
 - Investigators will check fingerprint results and comment on approval or denial
 - Investigators will mark comments on the fingerprint log and return to marie.carroll@polk-fl.net

- Clearance letters will be generated to the charter schools from Personnel
 - Verify the letter with the form submitted
 - Clearance letters should be placed in notebooks for future review during Pre-Opening Site Visit
 - Fingerprint log can be used as verification with the bill sent by the District