



## LYMAN HIGH SCHOOL BAND BOOSTER Overnight Trip Chaperone Information 2009 - 2010

1. Trip chaperones must pay fingerprinting and background check cost up front. The cost **(\$57.25)** will be deducted from your trip payment upon completion of your background check. Present receipt or confirmation number at the February meeting for trip account credit.
2. Fingerprinting and background check must be completed **by January 31, 2010**.
3. Chaperones must register with SCPS Dividends program.
4. Payment forms:
  - a. On-line Credit Card Payment
    - To allow for processing, pay a day ahead
    - Remember to take confirmation number with you
  - b. Cash or Money Order – Go to 3<sup>rd</sup> floor Finance department for receipt first
5. Appointments not needed – walk-ins only  
Days to avoid: Wednesday mornings, fourth Monday of the month
6. Take a photo ID.
7. Mr. Black, Assistant Principal at Lyman, will have access to trip chaperones' completed background check information.
8. Fingerprinting / background check is good while you have children in the system. Atlanta Trip Chaperones do not need to be fingerprinted again, but must register as SCPS Dividends.

### SCPS FINGERPRINTING POLICIES - Overnight Field Trip Chaperones

You may have your fingerprints scanned by a Human Resource representative at the Educational Support Center any weekday between **8:30AM & 12PM or 2PM to 4PM excluding holidays and days the District is closed for business.**

- You will need to produce a signed and completed Criminal History Record Check Waiver Agreement and Statement (Waiver forms are available from the SCPS Community Involvement Center on first floor).
- You will need to produce at least one form of photo identification before being fingerprinted.
- All official volunteers must register as dividends on an annual basis.  
[http://www.scps.k12.fl.us/community\\_involvement/dividends.cfm](http://www.scps.k12.fl.us/community_involvement/dividends.cfm)
- Overnight field trip chaperones are subject to covering the cost of the fingerprinting **(\$57.25)**, however, the cost may be covered by the school's sponsoring group.
- Your fingerprints will be scanned at the Educational Support Center using the latest electronic live-scan fingerprinting technology. ***This procedure must be done with SCPS; fingerprinting from other agencies will not be accepted.***

#### **The Seminole County Public Schools Fingerprinting Services Center is located at Education Support Center (First Floor)**

400 East Lake Mary Boulevard  
Sanford, Florida 32773 Approximately 4 miles south of Sanford (Between US Highway 17/92 and State Road 417)  
407-320-0182

**Fingerprinting Hours:** Monday through Friday 8:30 AM to 12 PM & 2 PM to 4PM  
(Closed daily from 12 PM to 2 PM, holidays and days the District is closed)