



## FINGERPRINTING, BACKGROUND CHECK, & SAFE ENVIRONMENT TRAINING FOR ALL VOLUNTEERS

Any parent who wishes to volunteer at the school in any capacity (e.g., lunchroom helper, coach, field trip chaperone, mystery reader, classroom volunteer, etc.) must be fingerprinted/background checked and cleared through the Diocese of Orlando. The cost is approximately \$50.00. We strongly suggest making an appointment ASAP as it can take anywhere from 6-12 weeks for fingerprints and background checks to clear. You may not volunteer in any capacity until you have been cleared. The Diocesan fingerprinting procedure has been computerized. You may begin the process by logging on to [www.orlandodiocese.org](http://www.orlandodiocese.org). When you go to the main page, you will see a dark orange tab at the top labeled "How do I ... " - click here and then click on the link to "register for safe environment training and fingerprinting". **You will need to complete two different processes.**

First, register for an appointment to be fingerprinted (there are many options of places this can be done) and then separately you need to take an interactive safe environment course on your own time via your computer and complete the corresponding quiz. Upon passing the quiz, please print it out and return to the St. James Cathedral School front office attn.: Linda Puntel. \*\*When registering to be fingerprinted, you will need the following specific code designating you as a volunteer of SJCS: **FPSJSchoolVol**. The code is case-sensitive.

**IMPORTANT TO NOTE:** This policy applies to all employees, parents, chaperones, and volunteers of St. James Cathedral School.