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TO: 3PENS Parent Co-op Volunteer
DATE: August 13, 2015
FR: Dahria Kianpour, Administrative Assistant, Human Resources

Per the Memo of Understanding (MOU) with Santa Cruz City Schools Adult Education you are required to obtain fingerprint clearance from the Department of Justice (DOJ) in order to enroll and participate in the 3PENS Parent Co-op. Please follow the instructions below:

- Complete the attached 3PENS Parent Co-op Volunteer Agreement.
- Bring the completed Volunteer Agreement along with your valid driver license or government issued photo ID to:
 - The Human Resources Department, located on the Soquel High School Campus, between the hours of 8:00am and 4:30pm (walk-in basis)
 - The Adult School Office, located at 319 La Fonda Avenue by appointment; phone number # 429-3966

At that time you will be provided with a Request for LiveScan Fingerprint form which authorizes Santa Cruz City Schools to receive and review the results from the DOJ.

- Attached is a list of agencies within Santa Cruz County who provide fingerprinting services.
- Your cost will be \$32.00 for the DOJ processing fee in addition to a varying rolling fee payable to the scanning agency. Please note the method of payment accepted by each agency.
- The results received from the DOJ are confidential and cannot be shared with anyone. They are used to determine participation according to Education Code 45125.1 and then they are destroyed. It can take from 10 to 30 days for Santa Cruz City Schools to receive a response from the DOJ. You will be notified by your 3PENS teacher if you are eligible to enroll.
- School districts shall not approve any volunteer who has been convicted of a serious or violent felony as listed in Ed Code 44830.1(a).

Should you have any questions, please contact Hermanita Clark in the Adult Education office at #429-3966 or Dahria Kianpour in the Human Resources office at #429-3410 x 233.

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