
Address City State Zip Code

Date: _____

RE: The Michelle Montoya School Safety Act, Chapter 588 of the Statutes of 1997 (AB 1610), Fingerprinting Requirements for Contractors with School Districts

Dear Vendor:

_____ School District in cooperation with the Department of Justice, State of California, has developed the following process to ensure compliance with the Michelle Montoya School Safety Act Chapter 588 of Statutes of 1997 (AB1610).

Information regarding the requirements of the law is being provided to you in an effort to help you meet the intent of this state law.

Following is a summary of the District’s process, which must be followed to ensure compliance with current state law.

1. In the course of meeting its contractual obligation, any employee of your firm that will have direct contact with district students, must be fingerprinted by the District.

An exception would be if the employee(s) only had limited contact with students and was to be in the presence and supervision of school district adult employees 100% of the time that students were present. If this is the case, we would accept a “CONTRACTOR’S CERTIFICATE REGARDING FINGERPRINTING REQUIREMENTS” in lieu of fingerprinting each employee. (See Attachment #2)

2. Contract employees, not meeting the exception rule above, must contact _____ of the District’s Division of Human Resources department a minimum of one-week prior to doing any work for the district. Fingerprint processing takes a minimum of seventy-two (72) hours to process though the State of California Department of Justice. _____ **can be reached by phone at () _____ or FAX () _____.**
3. The cost for processing fingerprints is \$_____. All contract employees must pay for their own fingerprinting costs at the time they are fingerprinted. Payment must be in the form of a money order or cashier’s check made payable to _____. The fingerprinting is done on site at the District Office located at _____.
4. In order to verify and notify the appropriate District Departments, ensure that Contract employees have a copy of the appropriate “Contract Checklist” for the work that they are contracting to do.