

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Human Resources Division

TO: Certificated & Classified Workforce Management

DATE: 10/14/2014

FROM: Celia Domingue-Pettus, Coordinator 
Employee Relations Section

SUBJECT: CHANGES IN FINGERPRINT PROCESSING

There will be three changes to the processing of fingerprints of new and rehired district employees:

- 1) Beginning October 6, 2014, all employees who are fingerprinted must have a profile in the E-Recruit system. It will no longer be necessary to create a record in AccuTerm. Employees who were printed prior to October 6, 2014 and who had a profile created in AccuTerm only, will have the print results recorded in AccuTerm. As of October 6, those who had a profile created in both AccuTerm and E-Recruit will have the clearance recorded in E-Recruit only.
- 2) All Classified employees and volunteers will require both Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) clearance prior to being hired and/or beginning District service. Certificated employees will require DOJ clearance prior to being hired.
- 3) Effective October 13, 2014, **all** rehired/returning employees and/or volunteers will have to re-fingerprint regardless of how long they have been out of district service. As many know, previously we did not require employees to reprint if they had been away from the District for fewer than 39 months. We will be required to advise the DOJ when there is a separation from District service and consequently anyone who is rehired will be required to re-print.

Please share this information with all employment processing staff. If you have any questions, feel free to contact me or Michael Voigt in Employee Relations at (213) 241-6591.

c.	Justo Avila	Deborah Ignagni	Derek Ramage
	Trenton Cornelius	Bryan Johnson	Eva Segee
	Annette Flores	Marjorie Josaphat	Maria Underwood
	Sergio Franco	Lashelle Montgomery	Robin Warren
	Julie Holguin	Luz Ortega	Alonzo Cienfuegos
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