

FINGERPRINTING/DRUG SCREENING PROCEDURES

Fingerprinting Procedures

All individuals employed by a State-Approved SES Provider that will have direct contact with students, must undergo a required background check with the Florida Department of Law Enforcement or another entity approved by the School Board. Providers must also request approval of all staff for each contract period by electronically submitting the SES Request for Fingerprinting and Drug Screening of non- M-DCPS SES Staff, incorporated in the SES Contractual Agreement as **Appendix F** to title1ses@dadeschools.net , **prior to the time they begin working with students.**

The Provider must request a background check waiver for current School Board employees by completing and electronically submitting the 2009-2010 Background Check Waiver for M-DCPS Employees Form, incorporated in the SES Contractual Agreement as **Appendix D**. Waivers will be approved if the employee has met and cleared all background requirements.

Providers sending **five (5) or more** individuals to be fingerprinted at the same time must schedule an appointment by calling 305-995-7472. The Fingerprinting Office hours of operations are Monday-Friday from 7:00 a.m. to 4:00 p.m. The office is located at 1500 Biscayne Boulevard, Suite 141 R, Miami, FL 33132.

Payment for Fingerprinting

Effective August 17, 2009, the fingerprinting payment listed below applies to all contracted vendors who are permitted access on school grounds when students are present or who have direct contact with students:

- A \$77.33 processing fee in the form of a money order or company check payable to "School Board Miami-Dade Fingerprinting" must be submitted to the M-DCPS Fingerprinting office.
- **No personal checks will be accepted.**
- The cost of fingerprinting will be borne by the Provider or the applicant.

All applicants must present a current official picture identification such as a driver's license, passport, or State of Florida identification card AND a valid social security card. In addition, applicants **must bring a completed and signed Service Provider Input Document, incorporated in the Provider Toolkit as Appendix L** on the day of testing. Tutors who do not have this form will be turned away. This form is to be completed by the Provider.

Fingerprinting Process for Online Providers

- Providers/tutors who are delivering tutorial services online, and located outside of the State of Florida, therefore, unable to obtain clearance from the M-DCPS' Fingerprinting office, must undergo a background check and fingerprint screening conducted by a law enforcement agency or other entity approved by the District located in their home state.
- All results must list the name of the Provider and be forwarded on the letterhead of the law enforcement agency or other District approved entity that conducted the screening to the Title I Administration office, Attention SES, for review and approval prior to the commencement of tutoring.

General Drug Screening Procedures

- Providers must conduct general drug screening on all applicants, in the manner set forth in School Board Rule 6Gx13- 4-1.05 and the Miami-Dade County Public Schools Drug-Free Work Place Technical Guide.
- Applicants must procure a drug testing authorization form by visiting the M-DCPS Drug Testing office, located at 1500 Biscayne Blvd., Suite 115; Miami, Florida, 33132.
- Applicants must obtain clearance from the Fingerprinting Office prior to visiting the Drug Testing office and **bring a completed and signed Service Provider Input Document, incorporated in the Provider Toolkit as Appendix L.**
- A negative drug screening result shall be a requirement for employment.

Payment for Drug Screening

- The cost of drug screening will be borne by the Provider or the applicant.
- The cost for drug screening is \$31.90 (**MONEY ORDER ONLY**) payable to Miami-Dade County Public Schools. NO CASH, NO CHECKS.

Drug Screening Process for Online Providers

- Providers/tutors who are delivering tutorial services online and located outside of the State of Florida, therefore, unable to obtain clearance from the M-DCPS' Drug Testing Office, must have a general drug screening test conducted in the Provider's/tutor's home state.
- The results of the drug screening conducted in the Provider's home state must be submitted directly from the laboratory that has been approved by M-DCPS in an unopened, sealed envelope to Miami-Dade County Public Schools, Title I Administration Office, Attention SES, for review and approval with the name of the provider clearly identified.