

No. _____



UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

TOPIC Senate Bill 9 – Fingerprinting for Certified Employees and Substitute Teachers

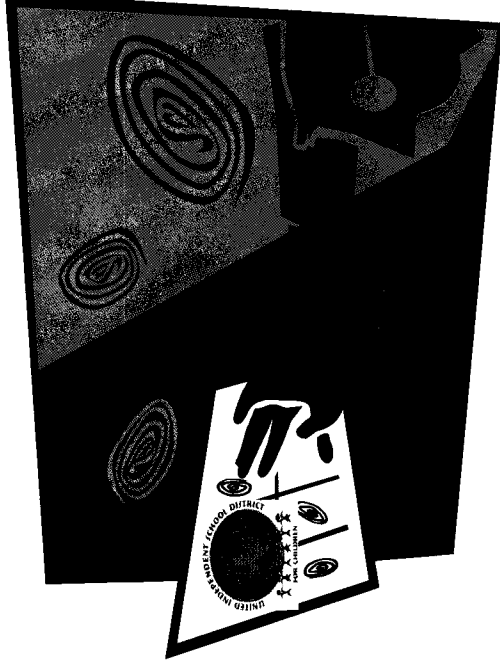
SUBMITTED BY David Garcia, Assistant Superintendent **OF:** Human Resources

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: December 17, 2008

United Independent School District Human Resources Department

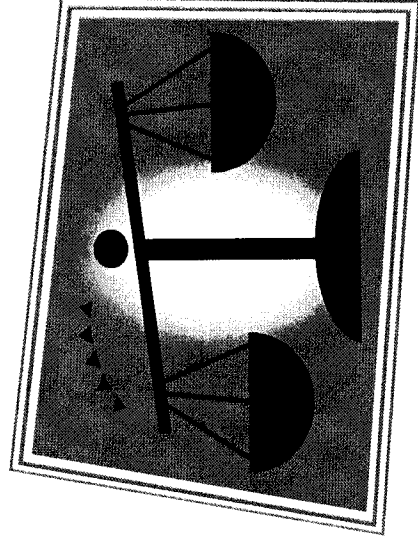
SB 9 Fingerprinting Process for Certified Employees and Substitute Teachers



December 9, 2008

Why?

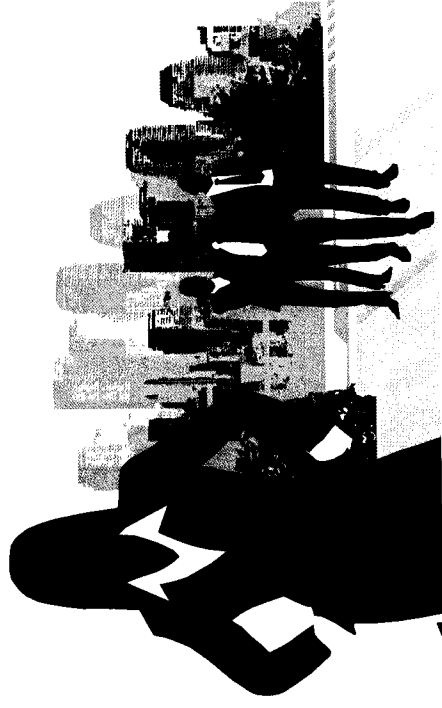
Why are we fingerprinting?



- 80th Legislative Session authorized SB9
- Expands criminal history review
- Arrests as well as convictions reported
- TEA focus on crimes against children and students
- Will make schools safer

Who?

Who must be fingerprinted?



Any certified school district employee

-Classroom teachers

-Administrators who hold certificates (ie. Librarians, Counselors, AP's, Principals)

-Teacher Assistants (ie. Educational Aide Certificate)

-Clerks who hold certificates (ie. Paraprofessional and Secretary Certificates)

-Any employee who holds a certificate, regardless of assignment

(Employees certified after Oct. 1, 2003 have already completed the fingerprinting requirement.)

Who else?

Who must be fingerprinted?

- All classroom substitutes (700)
- Part-time employees who work around children
- Any non-certified personnel hired after Jan. 1, 2008 (handled by HR Dept. prior to hiring)
- Contract personnel (contracted services) hired after Jan. 1, 2008

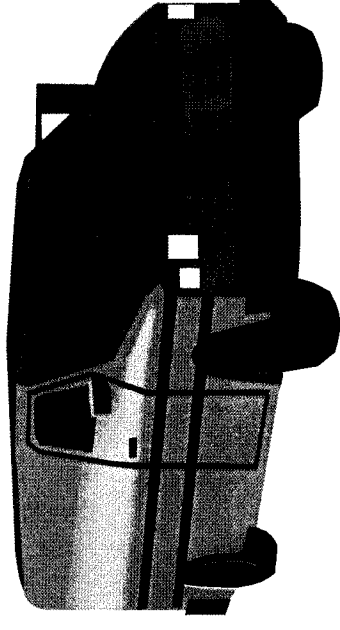


When?

When will the process commence?

February, 2009

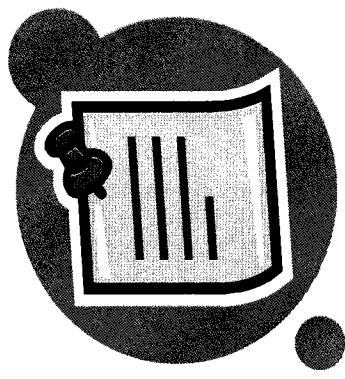
Where?



Where will this occur?

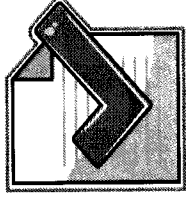
- TEA approved vendor (L1 Identity Solutions) will send a mobile fingerprinting unit to campus and district sites.
- Specific sites and dates will be sent via e-mail to the designated administrator mid January. Campus administrator will schedule employees.

How to Plan?



- Flyer Posted at Campus / Department Level and included in November and December paychecks / newsletter

Information must be accurate or once HR downloads information to state, educator will not receive e-mail for notification



Important Information

Senate Bill 9 – Fingerprinting Requirement

UISD will begin the fingerprinting requirement for certain employees that are certified with the State Board of Education (SBE). If you require fingerprinting, you will be notified by your campus/department administration.

In preparation for this requirement, the State requires that your FIRST and LAST name on your Driver's License or Texas Identification Card matches your name with UISD.

Please check to see if your name on this payroll check/stub matches your Texas Driver's License or Texas Identification card. If it does not, please change your name either with United ISD Human Resources Department or with the Texas Department of Transportation by December 19, 2008.

Furthermore, if you are a certified educator (hold a certificate from SBEC), you need to match your FIRST and LAST name with your State certificate. (See reverse side for instructions)

Any questions can be directed to your campus/department administrator or the Human Resources Department at:

473-6438 – Carla Rivera, Certification Coordinator
473-6359 – Lourdes Ramon, Certification Assistant
473-6453 – Teri Ramos, NCLB Coordinator
473-6266 – Jessica Martinez, HR Assistant

NAME CHANGE REQUEST FOR SBEC

To update your name in our SBEC Online System, and have the change reflected on the 'Official Record of Educator Certificates' online, you must submit a written request via email. You may email your request from the SBEC website, www.sbec.state.tx.us. From the home page select 'Email SBEC' then select the name change option which reads "If your name has changed and you wish the name change to be reflected on your Official Record of Educator Certificate, Click Here". Please provide your date of birth, previous name, and new name in your e-mail.

Please note, ONLY the FIRST and LAST names in our SBEC Online system need to match your state issued driver's license or state issued ID card in order to be fingerprinted.

There is no charge to request a name change, but if you wish to receive a duplicate of your certificate reflecting the name change, an online application and \$47.00 is required.

Administrative Designee Responsibilities

- Serve as Primary contact for IBT vendor
- Set the fingerprinting schedule (List from HR Dept)
- Assist persons with accessing the Fast Fingerprinting Pass
- Clarify to educators that they will receive an e-mail that is titled: itsbatch

This is their notifications from the state – DO NOT DELETE

District contact (P Gonzalez) will provide each campus administrator their portion of TEA data listing which employees will require fingerprinting.

SB9 Fingerprinting Requirement

United ISD

SB 9 Fingerprinting Process for Certified Employees

TEA notifies UISD on 1-16-09

HR has 10 days to send data
information of all employees
to TEA

UISD Notified

Day 1 of 80
Starts
Approx 1-25-09

Educator Notified

SBEC Online (Itsbatch) sends list of certified employees that are required to be fingerprinted to UISD.

UISD notifies vendor no. of employees that are required to be fingerprinted by campus.

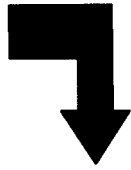
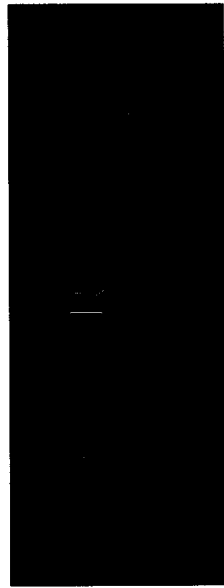
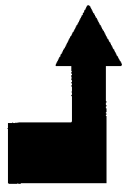
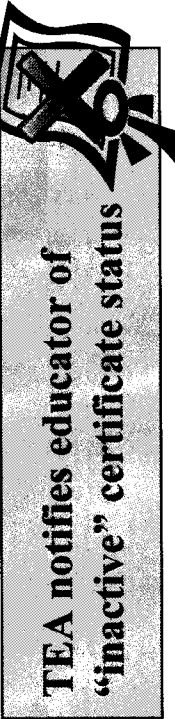
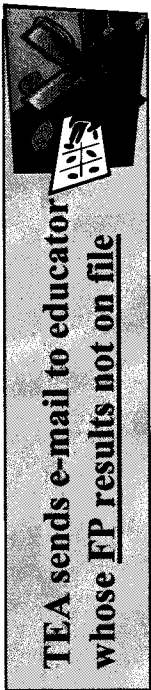
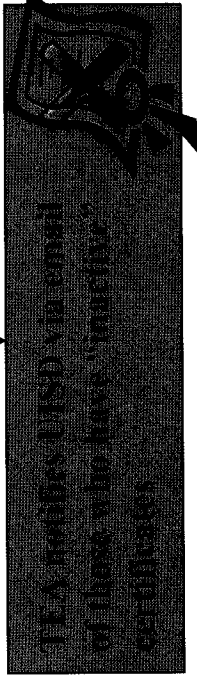
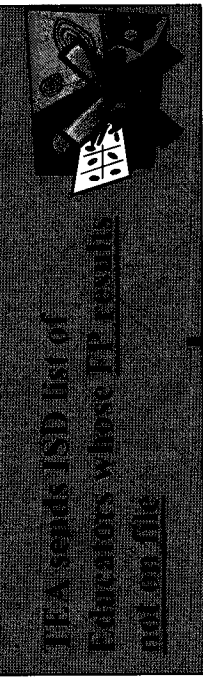
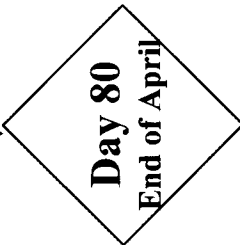
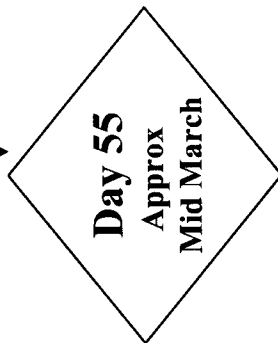
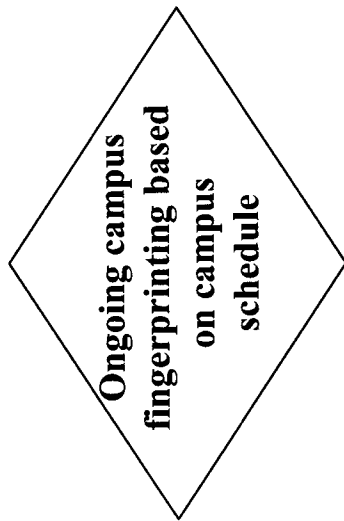
Vendor provides schedule of mobile campus visits to UISD.

Asst. Principal schedules time slots for each person to be fingerprinted.

SBEC Online (Itsbatch) sends E-mail to certified employees notifying them of requirement and 80 days to comply

Educator logs on to SBEC Online to receive Fast Pass And make \$42.25 payment if required

Educator attends scheduled appointment for fingerprinting at campus/department



Further Information:

**Questions for Administrator Regarding
Process or Scheduling, call:**

Patty Gonzalez, Director – 473-6377

pgonzal@uisd.net

**Questions Regarding SBEC Information
or How to Update Profile for Educator, call:**

Carla Rivera, Certification Coordinator – 473-6438

Teresa Ramos, NCLB Coordinator – 473-6453

Rosanna Arizola, Recruitment Coordinator – 473-6495

Cynthia Villarreal, Recruitment Coordinator – 473-6213

Lourdes Ramon, HR Assistant – 473-6359

Jessica Martinez, HR Assistant – 473-6266

