

DENTON INDEPENDENT SCHOOL DISTRICT
Division of the Human Resources

MEMORANDUM

DRAFT

DATE: September 10, 2009

SUBJECT: Designation of Campus /Building Fingerprinting Location and
Identification of Campus / Building Fingerprinting Project Representative

TO: Principals, Central Administrators, and Building Administrators

Colleagues:

To facilitate the Denton ISD fingerprinting of Certified Personnel at your campus / building, HR needs for each of you to designate an administrator at the Associate / Assistant Principal, Director, Coordinator, or Supervisor level at your campus / building that will be the DISD HR contact throughout the fingerprinting process.

This fingerprinting representative will assist HR in this process in:

- Communicating vital information to your personnel about the fingerprinting process
- Coordinating, organizing and scheduling the fingerprinting teams process at your location
- Assuring that all personnel who are required to be fingerprinted at your location have their fingerprints completed while the fingerprinting team is at your location. Each representative will be provided a printout of the personnel who requiring fingerprinting and those who do not.

Please furnish the name of this representative to Paul Smith, HR at your earliest convenience. Once all are identified, then Mr. Smith will call a meeting to discuss their role in this process. This will be a very important position leading up to and during the fingerprinting process.

Additionally, please identify a location or room with internet access within your location where the fingerprinting team can set up their equipment and process the fingerprints. The room must be large enough for a minimum of two people and the equipment with easily accessible entrance and exit. Your representative will be coordinating with technology division to assure that the room has the required cabling.

Thank you for your assistance in making this a successful process.

Dennis E. Stephens
Executive Director, Human Resources