

DENTON INDEPENDENT SCHOOL DISTRICT
Office of the Superintendent

MEMORANDUM

DRAFT

DATE: September 11, 2009

SUBJECT: Certified Employee Fingerprinting

Denton ISD Certified Employee:

As you may have read in the newspaper, or have seen in television broadcasts, the State of Texas has implemented a new fingerprint law known as Senate Bill 9 (SB-9). As of January 1, 2008, this law requires that all new non-certified district employees be fingerprinted prior to being hired. This has been further expanded to include **SBEC certified teachers, support staff, administrators and paraprofessionals and other SBEC certified employees in any employee group**. Denton ISD has been notified by TEA that **the District is scheduled for this fingerprinting process in the November 30 – December 15, 2009, timeframe.**

In preparation, all DISD certified employees **are required to visit the SBEC website and update their educator profile**. This will ensure that all district certified will have an accurate SBEC record when DISD downloads our employee information to TEA. TEA has also informed us that any certified employee who worked for a Texas school district during the 2006-2007 school year will have their fingerprinting paid for by the State.

All DISD personnel who currently hold or have ever held a certificate issued by SBEC, regardless whether they **currently hold a position that requires certification, must have their profile completed by October 11, 2009.**

As you are aware, your SBEC educator profile contains your personal contact information in addition to your certification. This profile must be current in the event SBEC needs to contact you with important information concerning your certification, such as certification expiration reminders. Important information you may need to update include:

- Your current **ADDRESS**
- Your current **PHONE NUMBER**
- Your current **valid E-mail address**
- The **FIRST and LAST names on your SBEC profile must also match the FIRST and LAST names on your current DRIVER'S LICENSE**. At the time of your fingerprinting appointment, your driver's license will be used as your picture identification, so the name on your driver's license must match the name on your SBEC profile. Should you have to change your name, please follow the instructions noted on the profile page for sending an email to SBEC requesting this change.

You will find additional specific information concerning updating your SBEC Personal Profile on the Denton ISD webpage under the FOR STAFF tab. We hope that you will find this detailed information helpful as you access the SBEC website. In an effort to limit the number of potential phone calls, we ask that you please read the guidance and directions carefully and completely prior to entering the SBEC website, but if you should have questions regarding this process, please contact Human Resources or your campus/location fingerprint representative or Human

Ray Braswell
Superintendent
Denton ISD