

**GDFA  
SUPPORT STAFF QUALIFICATIONS  
AND REQUIREMENTS**

**(Fingerprinting Requirements)**

All newly hired noncertificated District personnel - and personnel who are not paid employees of the District and who are not either the parents or the legal guardians of students who attend school in the District but who are required or allowed to provide services directly to students without the supervision of a certificated employee - shall be fingerprinted as a condition of employment, except for the following:

- Personnel who are required as a condition of licensing to be fingerprinted if the license is required for employment.
- Personnel who were previously employed by the District and who reestablished employment with the District within one (1) year after the date that the employee terminated employment with the District.

The District requires noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee to obtain a fingerprint clearance card as a condition of employment. Except for the following:

- Personnel who are noncertificated and do not work at a school site.
- Personnel who Volunteer during the school day and who are not paid employees of the district.

For the purposes of this policy, supervision means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to students.

A school district may release the results of a background check or communicate whether the person has been issued or denied a fingerprint clearance card to another school district for employment purposes.

The candidate's fingerprints shall be submitted, along with the form prescribed in GDFA-E, within twenty (20) days after being selected. The form shall be considered a part of the application for employment. The District may terminate an employee if the information on the affidavit required by A.R.S. [15-512](#) is inconsistent with the fingerprint test results.

The District will assume the cost of fingerprint checks but will assess the employee for charges incurred. Personnel who are not paid employees will not be charged for fingerprint costs.

Individuals shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona (see Exhibit GDFA-E) or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged.

A person who makes a false statement, representation or certification in any application for employment with the School District is guilty of a class 3 misdemeanor.

The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above listed in Exhibit GDFA-E or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534(G). In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512.

When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.

### **Identity Verified Prints (IVP) Fingerprint Clearance Card Requirements**

**Persons who are required to have an IVP Fingerprint Clearance Card include:**

- A. An applicant who applies for a new teaching certificate in order to teach in a school district.
- B. A participant in field experience or student teaching.
- C. An applicant who applies for a renewal of an existing teaching certificate in order to continue teaching in a school district.
- D. A noncertificated employee who provide services directly to pupils with or without the supervision of a certificated employee.
- E. An applicant who is required to be fingerprinted pursuant to A.R.S. 15-512 and
- F. Any person who is contracted by the state, a school district to provide tutoring services.

### **Exceptions:**

- A. A person who participates in a teacher preparation program that is approved by the state board of education and who does not participate in field experience or student teaching in this state shall not be required to obtain a fingerprint clearance card pursuant to A.R.S. 15-106.
- B. A person who has a set of identity verified fingerprints on file with the department of public safety pursuant to A.R.S. 15-106 shall not be required to submit a new set of fingerprints to the department of public safety to renew the person's fingerprint clearance card.

### **Required Employment Process**

The Superintendent shall develop and implement procedures that include the following in the employment process:

- Provide for fingerprinting of employees covered under this policy and A.R.S. [15-512](#).
- Provide for fingerprint checks pursuant to A.R.S. [41-1750](#).
- Provide for properly assessing employees for fingerprint checks and depositing said funds with the county treasurer.

Adopted: ~~September 24, 2019~~ October 14, 2025

LEGAL REF.:

A.R.S.

[13-705](#)

[15-106](#)

[15-509](#)

[15-512](#)

[15-534](#)

[23-1361](#)

[41-1750](#)

CROSS REF.:

[EEAEA](#) – Bus Driver Requirements, Training, and Responsibilities

[GDF](#) - Support Staff Hiring

[GDG](#) - Part-Time and Substitute Support Staff Employment

[JLIA](#) - Supervision of Students