

DENTON ISD SB-9 FINGERPRINTING

“BLITZ” TIMELINE

DRAFT

09/08/2009 – Board of Trustees Workshop on “Blitz” procedures and timeline

09/10/2009 – Letter to principals explaining “Blitz”, to appoint campus representative and locate a fingerprinting room on campus

09/11/2009 – Letter to employees explaining “Blitz”

09/11/2009 – Mail letter to employees to update SBEC information and letter for “one time” self reporting. Copy of DH (Local)

10/11/2009 – DEADLINE for employee SBEC certificate update and self-report grace period

10/11/2009 – Letter to Director, Network Services as to technology requirements for fingerprinting equipment on each campus

10/14/2009 – Prepare SBEC data download template and test download of all employee, substitutes template data.

11/12/2009 – Receive notification of data download from SBEC

11/12-13/ 2009 – Download all employees’, substitutes’ data to SBEC

11/13-16/ 2009 – Receive data upload from SBEC indicating names, locations of employees who need to be fingerprinted

11/16-17/2009 – Employee receives e-mail at address in SBEC profile that he / she is required to be fingerprinted

11/18/2009 – Meet with campus representatives to go over campus roster, individual class schedules, fingerprinting room technology connections, prepare any necessary signage for fingerprinting room location and to notify employees to provide campus rep with copy of FAST Pass and Certificate

11/24/2009 – Arrange for substitutes for campuses being fingerprinted to fill in for staff being fingerprinted if it is not possible for them to be fingerprinted on his / her planning period

11/30/2009 – First day of DISD fingerprinting “Blitz” at 4 or more locations. Complete schedule will follow.

11/30/2009 – First day of 80 day fingerprinting window if employee desires to have fingerprinting at non-district L-1 Facility

11/15/2009 – Last day of DISD Fingerprinting “Blitz”.

11/15/2009 – Campus representatives return all rosters with “no shows” identified to Paul Smith, HR

11/15/2009 – Letters to employees required, but not fingerprinted reminding them of 80 day requirement

01/04-06/2010 – E-mail reminder to employees not fingerprinted from campus representative. Check SBEC for new certifications during holidays

01/20/2010 – Fifty (50) day notice of thirty (30) days remaining from SBEC

02/10/2010 – Campus reps check SBEC and remind as necessary

02/19/2010 – Deadline for fingerprinting completion

02/22/2010 – SBEC Certificates of employees not complying with SB9 inactivated by SBEC and District Contracts voided where certification in contract is required.