

**DENTON INDEPENDENT SCHOOL DISTRICT**  
**Division of the Human Resources**

**MEMORANDUM**

**DRAFT**

**DATE:** September 11, 2009  
**SUBJECT:** One-Time Offense Self Report Prior to Fingerprinting BLITZ  
**TO:** Certified Employees and Substitutes

Colleagues:

As you are aware, the mandatory fingerprinting of many of our certified employees is scheduled within Denton ISD from November 30, 2009 through December 15, 2009. Immediately after the fingerprints are taken and submitted to the SBEC, Texas Department of Public Safety and National FBI databases, any incident of arrest, conviction or incarceration will be immediately transmitted back to Denton ISD.

DISD School Board Policy DH (Local), Employee Standards of Conduct, page 2 of 3, section ARRESTS, INDICTMENTS, CONVICTIONS AND OTHER ADJUDICATIONS, requires that employees must report any of the specific actions in this section **within *three (3) calendar days of the incident.***

Because of the imminent conduct of the fingerprinting project , the District is offering a one time opportunity for employees to report any previously un-reported occurrence of any these actions to the District before they may be discovered during this process. A Self Reporting form is on the reverse side of this memo. It can also be found on the District's "O" drive, Human Resources Folder, titled Self Reporting Form. **The form must be delivered to the employee's supervisor be close of business October 15, 2009, to be considered.**

Failure to report any arrest, indictment, conviction, no contest or guilty plea for any of the offenses listed in Policy DH (Local) can result in loss of SBEC Certification, depending upon the nature of the offense as determined by SBEC.

Dennis E. Stephens  
Executive Director, Human Resources