

**GDFA
SUPPORT STAFF QUALIFICATIONS
AND REQUIREMENTS**

(Fingerprinting Requirements)

Fingerprinting/Background 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 **for a background check** 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.

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.

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~~ **advance** 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 **as listed in exhibit GDFA-E** (~~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

The School District may require an IVP Fingerprint clearance card as a condition of employment for noncertificated employees and individuals who are not paid employees but who provide direct services to students without the supervision of a certificated employee.

Persons required to hold an IVP Fingerprint Clearance Card include:

- A. An applicant 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 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.
- F. Any person who is contracted by the state or a school district to provide tutoring services.
- G. Non-paid employees of the district who are not parent/guardians of students and who volunteer as a coach or participate in an after-school program.

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 28, 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