

To: Superintendents, Private School Administrators, Private Career School Administrators  
and Private Alternative Education Administrators

From: Sarah Drinkwater, Ph.D., Assistant Superintendent of Student Services

Subject: Electronic Fingerprint Capture for Non-Licensed Staff

The Oregon Department of Education (ODE) is working to reduce its response time for Fingerprint-Based Criminal Background Checks. This summer, ODE will begin accepting electronically captured fingerprints for non-licensed staff (as opposed to teachers, administrators, personnel specialists and nurses who are covered by Oregon Revised Statute (ORS) 342.223). This will reduce the time required for these checks which helps to ensure the safety of our students and employees.

ODE is partnering with Fieldprint, the vendor that has been awarded the statewide contract for electronic fingerprint capture. Fieldprint has 44 locations throughout the state and will be able to collect both the demographic data that ODE needs and the fingerprints to be electronically submitted to the Oregon State Police (OSP).

**In order to meet our obligations under ORS 181A.170 and 326.603, all fingerprints captured on or after July 6, 2017 must be captured electronically through Fieldprint. Exceptions will be made for schools or districts whose main zip code is more than 35 miles from a Fieldprint location. Those schools and districts will be contacted directly.**

Each school or district will be assigned a unique access code by Fieldprint which will be required for scheduling appointments. We are asking that each school or district [fill out this Fingerprint Contact Information form](#) so that we can capture contact information to share with Fieldprint. At this time we are asking for one contact for each district. Once the unique access code has been assigned and there is a relationship between your school and Fieldprint, you may add other contacts as needed.

There is an additional \$12.50 cost for Fieldprint to capture the electronic fingerprints. School districts may decide whether this cost is paid by the subject individual at the time of scheduling the appointment or billed by Fieldprint to the school district. This is in addition to the \$59.00 fee that ODE charges to process fingerprints.

Most school districts will continue to see the \$59.00 per fingerprint deducted from their State School Fund payment. Billing will remain the same for districts that do not receive payments from the State School Fund. Other schools, which currently pay the ODE fee in advance of fingerprinting services, will

receive billing invoices after the subject individual has been fingerprinted, and this will begin when we begin capturing fingerprint electronically through Fieldprint.

Electronic capture also allows ODE to email clearances to school districts and schools/programs. To facilitate this, we need every school and district to identify an email address for clearances. It would be best if this email address was accessible by more than one school or district staff member. We will not be sending personally identifiable information (PII) to this email address, only the clearance information on the applicant. Information is collected on the Fingerprint Contact Information form, which is linked above.

In our continuing effort to keep you up-to-date, more detailed information will be shared through the ODE Fingerprinting Listserv, as we approach the implementation date. For more information, contact T.J. Crockett, ODE program analyst at (503) 947- 5724, [TJ.Crockett@ode.state.or.us](mailto:TJ.Crockett@ode.state.or.us).