

To: Superintendents, Private School Administrators, Charter Schools, School District Human Resources Departments and Non-Licensed Day Care Facilities

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

Subject: Fingerprint-Based Criminal History Checks for School Volunteers

The Oregon Department of Education (ODE) is working on implementing House Bill (HB) 2992 from the 2017 session that expands ORS 326.607 and allows for fingerprint-based criminal history checks of school volunteers who have direct, unsupervised contact with students. This memo will inform you on how to access this new, optional service from ODE.

School districts that wish to conduct a fingerprint-based criminal history check will need to expand the policy required by HB 2992 to include the specific volunteer positions that are subject to a fingerprint-based check. In September 2017, ODE adopted a [temporary administrative rule](#) which outlines these requirements.

Similar to our process for employees, ODE will be partnering with Fieldprint to capture fingerprints electronically. If you would like to conduct fingerprints of volunteers with direct, unsupervised contact with students, please fill out this [web form](#). This form includes a section to upload a copy of your school board policy that indicates which volunteers are subject to fingerprinting. ODE will work with Fieldprint to have a new code issued that you will need to share with volunteers. New codes will become active on March 29, 2018.

To avoid multiple billings, it is important that the proper code be used for fingerprinting services. ODE has an obligation to ensure that background checks are conducted in accordance with state and federal laws, which are different for employees and volunteers.

If you have any questions, please contact Shonna Bumgarner at (503) 947-5874 or email [ode.fingerprinting@ode.state.or.us](mailto:ode.fingerprinting@ode.state.or.us).