

Directions for fingerprinting in Anne Arundel, Howard, Montgomery, and Prince George's County Public School Systems follow. Interns will not be permitted to enter schools when students are present if they have not completed the background check and/or fingerprinting process. If you receive a receipt, it is important that you make and keep several copies.

Anne Arundel County Public Schools

Per the attached Placement Protocol, Anne Arundel County Public Schools does not require interns to be fingerprinted at this time. As they are not paid employees, they are treated like chaperones and volunteers. All interns, including field experience students and observers, must undergo a commercial background investigation prior to placement. The form for this background check (see link below) must be submitted.

http://www.aacps.org/aacps/boe/studt/Chaperone_Volunteer_Release.pdf.

There is no charge to the intern for the background check which will remain valid for two years.

Intern forms are to be returned to the College/University Partnership Office (Fax: 410-721-8349), not the fax number on the form. This enables the College/University Partnership Office to log and track these forms for approval and to prevent them from getting mixed in with the huge volume of forms submitted by the schools for parent volunteers and chaperones. The information from the form is also used to create computer access accounts for interns. Security requires two weeks for processing, but it may take longer if the intern has had multiple addresses or has lived out of state so please keep that in mind.

Check your submission:

A few recurring errors that have been noticed:

- The interns type their names in the signature block – the form must be signed in order to be processed.
- No SSN is provided - this is required as it is also used to create a computer access account for full-time interns.
- The fields for *School Representing* and *School Contact Person* are left blank. Complete as follows: the college is the school the intern is representing and the contact is the placement coordinator or supervisor. Some students also fill this area in with their placement site and mentor's name.

Howard County Public School System

Fingerprinting Process for Students With Placements in Howard County

- 1.) Pick up fingerprinting and Criminal Background Check cards (one **purple** and one **blue**) in the Office of Student Services, 1204 Benjamin, 8:30-4:30, M-F. Then take the cards to any Maryland State Police barracks for fingerprinting. The State Police charge a fee for fingerprinting – Please visit <http://www.msp.maryland.gov/services/fingerprinting.asp> for detailed information regarding days, times, and fees associated with fingerprinting.
- 2.) Please make sure that all information is filled out correctly:
 - a. On the **FRONT** of the **Purple** form students need to complete all information from the “Name:” line through the “Position Applied for:” line. Use the following Authorization Number- 9000043872.
 - b. Fingerprinting officer will provide instructions for completion the remainder of the Purple card and all of the Blue card.
 - c. You will need to bring a government issued photo ID with you on the day you are fingerprinted.
- 3.) Return the cards to the Office of Student Services, 1204 Benjamin once they are completed.
- 4.) Bring a **check or money order for \$37.25** (as of 7/11/08) **MADE OUT TO the University of Maryland**. Put your student ID number in the note line of the check. You will then receive a **RECIEPT** for fingerprinting that you should **keep with you** for the remainder of the academic year.

Montgomery County Public Schools

INSTRUCTIONS FOR COMPLETING THE MCPS FINGERPRINTING PROCESS

APPLICANTS FOR FINGERPRINTING AND CRIMINAL BACKGROUND CHECK WILL NEED TO SCHEDULE AN APPOINTMENT BY CALLING THE OFFICE OF HUMAN RESOURCES AND DEVELOPMENT AT 301-279-3276. PLEASE BRING THE FOLLOWING WITH YOU TO YOUR APPOINTMENT:

- A picture ID, i.e. driver's license
- A check or money order in the amount of \$54 made payable to **MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)**. Please include your phone number on the check.

NOTIFY THE RECEPTIONIST THAT YOU ARE THERE FOR FINGERPRINTING.

If you have not already done so, you will be asked to complete the State of Maryland Fingerprint Card as follows:

- Use **BLACK** ink only.
- For **PLACE OF BIRTH**, enter the name of the state in which you were born. If you were not born in the USA, please enter the name of the country in which you were born.
- For **CITIZENSHIP** enter the name of the country where you are a citizen.
- For **POSITION**, enter the exact position in which you will be working i.e. teacher, substitute teacher, bus operator, student teacher/intern, temporary clerical, etc.
- In the **DISCLOSURE** section of the purple card, (see reverse side of the card), print your name of the line indicated. Check **HAVE** or **HAVE NOT** and **AM** or **AM NOT** where it appears in the disclosure statement.

Human Resources and Development Office:
Monday through Friday, 8 a.m. to 4 p.m.
Address & Telephone
7361 Calhoun Place, Suite 401
Fax: 301-279-3024

- 870k3204 MD 20855 Phone: 301

Prince George's County Public Schools

Criminal Background Check Processes/Procedures

PGCPS Fingerprinting Office

website: <http://www1.pgcps.org/humanresources/index.aspx?id=44362>

- If any part of your internship is in Prince George's County Public Schools (PGCPS), you will be required to obtain a criminal background check directly through PGCPS.
- If you access the url above, you will find links to two forms that you can print out, complete, and bring with you to the fingerprinting office.
- Go to the Fingerprinting Office, which is located at 14201 School Lane, Room 131, Upper Marlboro, MD 20772.
- Call 301-952-6775 to verify that hours of operation are Monday through Friday, 8:00 a.m. to 4:00 p.m (Closed for lunch, 12-12:30) **[NOTE: 6/20/2011-8/8/2011 the office will be open Monday through Thursday only]**. If you don't get through on the phone line for an appointment, please go to the office for a walk-in fingerprinting session.
- There is a \$63.82 charge for processing the fingerprint and background check, which may be paid by **cash, money order, VISA, DISCOVER or MASTER CARD**. Personal checks are not accepted.
- A government issued photo ID also will be required. Your University of Maryland identification card will not be accepted.
- After being fingerprinted, you will be issued a receipt.
- Have a copy of the receipt available to present at the main office on your first day of placement.
- **KEEP MULTIPLE COPIES OF THE RECEIPT FOR YOUR RECORDS AND BE PREPARED TO PROVIDE A COPY OF THE RECEIPT AT YOUR PLACEMENT IF REQUIRED.**

Note: If you were fingerprinted for PGCPS in recent semesters you may be able to return to PGCPS for this semester without getting fingerprints done again, provided you can present to the school a copy of the receipt that you received at the time of your first fingerprinting.