

Directions for Field Trip Chaperones



Level 2 background checks for Field Trip Chaperones Pursuant to F.S. 435.12/ Senate Bill 676

Field trip chaperones appointed by the principal or the principal's designee, need to follow these steps:

1). The field trip chaperone should complete the on-line **Leon County Schools Volunteer Application** at this link: <https://volunteers.leonschools.net>

On the volunteer application, please mark "yes" to the question that says "Would you like to serve as a field trip chaperone?"

2). The field trip chaperone will complete **the fingerprinting** packet and come to the district's fingerprinting office located at 2757 West Pensacola Street anytime between the hours of 8:00 a.m.- 4:30 p.m. Monday-Friday. The chaperone bears the cost of the fingerprinting. That cost is \$61.00, and fingerprints will be good for 5 years. Please note: no cash payments are accepted. Please pay by Mastercard/Visa/Money Order. Your child's school will give you the fingerprinting paperwork.

3). The fingerprinting office and volunteer office requests that the Volunteer Application and fingerprinting be completed **six weeks** prior to the field trip.

4). Once the field trip chaperone is cleared by the fingerprinting office, they will be issued a badge. The volunteer office will send the badge directly to the principal or the principal's designee via inner-office mail.

Frequently Asked Questions

1) Will the Leon County Schools Fingerprinting Office accept outside fingerprint records?

Yes, if you have current fingerprints through the Agency for Health Care Administration's (AHCA) Clearinghouse. Please bring a copy of your AHCA Clearinghouse fingerprinting record with you to the Fingerprinting Office along with the completed fingerprinting packet that you receive from your child's school. The badge fee will be \$10.00. Please note: no cash payments are accepted. Please pay by Mastercard/Visa/Money Order.

2) Does sworn law enforcement need to be fingerprinted?

We will not re-fingerprint sworn law enforcement. Please bring your credentials (badge) with you to the Fingerprinting Office along with the completed fingerprinting packet that you receive from your child's school. The badge fee will be \$10.00. Please note: no cash payments are accepted. Please pay by Mastercard/Visa/Money Order.

3) What do I need to do, if I lose my Field Trip Badge?

Please go to the fingerprinting office and present a valid driver license or a state issued ID card. Replacement badges are \$10.00. Please note: no cash payments are accepted. Please pay by Mastercard/Visa/Money Order.

4) What times are the Leon County School Fingerprinting Office open?

The fingerprinting office is open Monday-Friday during normal district hours from 8:00 a.m.-5:00 p.m. We ask that you arrive no later than 4:30 p.m. to ensure time for processing.

5) Where is the Leon County Schools Fingerprinting Office located?

2757 West Pensacola Street, Tallahassee, FL 32304

Please direct any questions to: Kelli Walker at kelli.walker@leonschools.net or (850) 487-7800.