



PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue Pacific Grove, CA 93950

Linda Adamson
Superintendent
(831) 646-6510
Fax (831) 646-6500
ladamson@pgusd.org

Joshua Jorn
Assistant Superintendent
(831) 646-6509
Fax (831) 646-6582
josh.jorn@pgusd.org

www.pgusd.org

To: All Volunteers
From: Human Resources Department
Re: Process for Live Scan Fingerprinting

The PGUSD Board of Education requires fingerprint clearance for ALL district volunteers. Fingerprinting is done at our District Office:

436 Hillcrest Avenue (Behind PG Middle School, next to their athletic field)

Please follow these directions for scheduling your appointment:

1. Email or call Bree Nehring at bnehring@pgusd.org (831) 607-8892.
 - Fingerprints are processed by **APPOINTMENT ONLY**.
 - Please allow 30 minutes for your appointment.
 - Due to the time involved, please do your best to have childcare scheduled during the time of your appointment.
2. Complete the Emergency Form and TB Risk Assessment found on our website (a TB test is not required), and bring them to your appointment.
3. Bring a valid photo ID.
4. The Processing fee is \$20.00 (**cash only**).

*You are only required to be printed one time for our district allowing you to volunteer from pre-school to high school, as long as your record stays in good standing. (Please inform our district office once your child is no longer attending PGUSD schools). **If you have been fingerprinted for another agency, you will still need to be printed through our district.** The Department of Justice does not allow agencies to share information therefore we do not have access to any past Live Scan results. This includes teachers with other districts, government employees, inactive PGUSD substitutes, etc. At the beginning of the school year we are extremely busy processing fingerprints for our new families. Appointments will be scheduled on a first come first serve basis.*

**Thank you very much for your support of the students and staff of
the Pacific Grove Unified School District!**

The Pacific Grove Unified School District does not discriminate against on the basis of sex, sexual orientation, gender, gender identity, gender expression, pregnancy, race, ancestry, national origin, religion, color, mental or physical disability, medical condition, genetic information, marital status, age, and military and veteran status.