



OAKLAND SCHOOL VOLUNTEERS

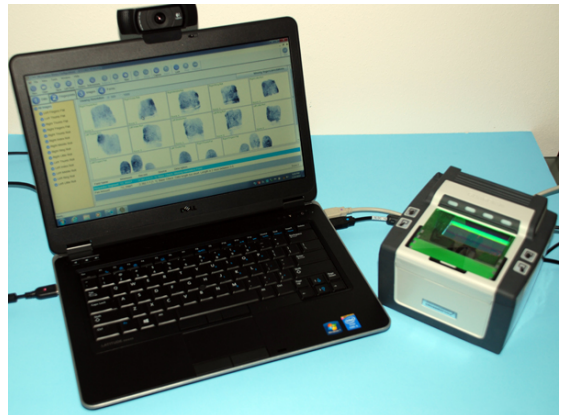
VOLUNTEER CLEARANCE INSTRUCTIONS

LIVE SCAN FINGERPRINT TESTING

FREQUENTLY ASKED QUESTIONS

What is a Live Scan fingerprint test?

A licensed operator will electronically scan your fingerprints by rolling your finger pads on a screen. The prints are sent to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) to ensure that you do not have a criminal record and are cleared to work with students.



Any subsequent arrest after the Live Scan process occurs will be reported to our agency. The information collected through this test is confidential and will be guarded safely and securely within our system. We will not share this information with any outside entity. If your fingerprints are not cleared by the DOJ and/or FBI, or if there is a subsequent arrest, you may not volunteer with our program.

I've already been fingerprinted. Do I need to do this again?

- Each organization that works with students is responsible for maintaining their own clearance requirements and records, and is legally required to keep them secure. If you have volunteered with a partner organization in the past, you will have to be fingerprinted again with our program.
- If you have volunteered with OUSD and we cleared before August 2015, your records are now out of date and you are required to complete another fingerprint test.

How do I get a Live Scan fingerprint test?

Step 1	Obtain a physical copy of the REQUEST FOR LIVE SCAN SERVICES form
Step 2	Fill out the section titled “Applicant Information” ONLY. (Middle Section)
Step 3	Make an appointment with a Live Scan service provider. List of locations here: https://oag.ca.gov/fingerprints/locations . *
Step 4	Attend the appointment to have your fingerprints scanned and submitted.

* We recommend Red Tomatoes: 610 16th St #321, Oakland, CA 94612 | (510) 847-4828

There is a **\$36.00 fee** to complete a Live Scan fingerprint test. Please contact our staff if this presents a problem for you.

How do I know that my Live Scan fingerprint test worked?

Once you complete your appointment, your obligations are done. The results will be sent directly to our office, and we will let you know once you are cleared to volunteer by connecting you with your school site to schedule your first day, and by sending your clearance package in the mail.

TUBERCULOSIS SCREENING

In order to volunteer in Oakland schools, you must provide proof that you do not have tuberculosis (TB). A negative TB screening is good for four years. If you already have an up-to-date test (less than four years old) you can submit that to us. We will email you a form where you can upload your information once you received signed documentation from a licensed healthcare provider. An image of your TB screening proof must be included. Please take special care that the document is clear and legible.

There are three ways to provide this proof. They are listed here in order of increasing complexity:

#1 RISK ASSESSMENT

Meet with a licensed health care provider to complete the Risk Assessment Questionnaire. This is the quickest and easiest to complete.

If you would answer yes to any of the following questions, this is **not** the option for you:

1. Do you have one or more signs and symptoms of TB?
2. Have you had close contact with someone with infection TB disease?
3. Were you born outside of the U.S., Canada, Australia, New Zealand, or a country in Western or Northern Europe?
4. Have you travelled to a country with high TB-prevalence for more than one-month? (Any country other than the U.S., Canada, Australia, New Zealand, or a country in Western or Northern Europe.)

Are you a current or former resident or employee of a correctional facility, long-term care facility, hospital, or homeless shelter?

#2 SKIN TEST

Make an appointment with a licensed health care provider to receive an intra-dermal injection of the serum. Return to the health care provider 48-72 hours later to have the results read.

This option is required if:

- You have traveled to a country with high TB prevalence for more than 1 month (Any country other than the U.S., Canada, Australia, New Zealand, or a country in Western or Northern Europe.)
- You have had contact with someone infectious with the TB disease
- Current or former resident or employee of a correctional facility, long-term care facility, hospital, or homeless shelter

#3 CHEST X-RAY

Make an appointment with a licensed health care provider to receive a chest X-Ray to screen for TB.

This option is required if:

- You have had TB in the past
- You have had a vaccine that causes a skin test to show a false positive
- You show signs or symptoms of having TB
- Born in a country outside of the U.S. (exempt: Canada, Australia, New Zealand, or a country in Western or Northern Europe.)

TB TESTING LOCATIONS

You may schedule an appointment with you regular health care provider, or, you may visit these suggested free clinics. **Please call providers beforehand to verify services, cost, and appointment times.** Please tell them **which type** of test you need when scheduling your appointment.

Berkeley Department of Health and Human Services

830 University Ave. Berkeley, CA 94710

(510) 981-5350

HOURS = Drop-in for skin test on Tuesday from 9:00 – 11:00 am or 1:00 – 4:00 pm.

Reading on Thursdays from 1:00 – 4:00 pm.

FEES = Sliding scales based on income.

Berkeley Free Clinic

2339 Durant Ave. (at Dana St.) Berkeley, CA 94704

(510) 548-2570

HOURS = By appointment only. Call at 5:30 pm for same evening appointments.

FEES = None.

Prescott-Joseph Center

920 Peralta St., West Oakland, CA 94607

(510) 835-8683

HOURS = First come first serve for skin test Mondays from 1:00 – 3:00 pm. Reading

Wednesdays from 1:00 – 2:00 pm.

FEES = None.

If you are a parent of an Oakland students and are having difficulty obtaining TB clearance, please reach out to our staff, and we will help you.

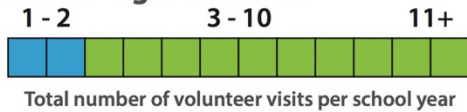


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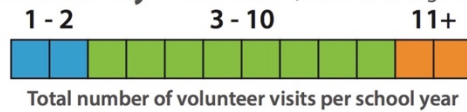
CLEARANCE REQUIREMENTS

SUPERVISED An OUSD staff member is present at ALL times. *Example: Supporting teachers in classroom*

Parent / Legal Guardian



Community Member* (not Parent / Legal Guardian)



NON-SUPERVISED An OUSD staff member is NOT present at all times. *Example: Mentor, tutor, or chaperone*

Parents / Legal Guardians & Community Members*



ONLY volunteers with a clearance badge may work with students unsupervised. The badge indicates the volunteer has completed TB and fingerprint clearance, and has signed a liability waiver.

Volunteers needing a badge should visit www.oaklandedfund.org/volunteer to register.

KEY:

- NO clearance required
- TB clearance required
- TB & fingerprint clearance required

These clearance requirements align with OUSD School Board policy. In some cases, the Ed Fund may require additional screening.

***Community Member:** Any volunteer who is NOT a Parent / Legal Guardian. This includes family members.

Questions? Please email Oakland School Volunteers Program Coordinator Lilly Smith: lilly@oaklandedfund.org.

