

Personnel

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: EMPLOYMENT/OTHER SITUATIONS WHERE FINGERPRINTING IS REQUIRED**

Type of Situation	Fingerprinting is required for the situations described below if: <ul style="list-style-type: none"> - The term of employment is greater than five days, - The employment involves direct contact with students under the age of 21, as determined by the employer, and - The employee is not otherwise exempt. Please refer to 8 NYCRR Section 87.2(k) for a definition of "prospective school employee."
Applicant for employment in public school, charter school or BOCES	Yes
Applicant for employment in a private or nonpublic school	If the private or nonpublic school elects to fingerprint new employees, then it must adhere to the situations covered by this chart for all new employees. If the private or nonpublic school elects to not fingerprint new employees, then this chart is not applicable.
Student employee (i.e., lifeguard or tutor) not enrolled in grade level program of same covered school	Yes
Clerical staff in covered school who have direct contact with students	Yes
Janitorial staff who have direct contact with students	Yes
Coaches	Yes
Substitute Teachers	Yes
Paid Student Teachers or Student Interns	Yes - paid student teachers are treated like employees and, therefore, are subject to fingerprinting.
Hall Monitors	Yes
Cafeteria employees	Yes
Adult Continuing Education Instructors who have direct contact with students	Yes
Home and Hospital Instructors	Yes
Sports Officials	Yes

(Continued)

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SUBJECT: EMPLOYMENT/OTHER SITUATIONS WHERE FINGERPRINTING IS REQUIRED (Cont'd.)

Type of Situation (Cont'd)	Fingerprinting is required for the situations described below if: <ul style="list-style-type: none"> - The term of employment is greater than five days, - The employment involves direct contact with students under the age of 21, as determined by the employer, and - The employee is not otherwise exempt. Please refer to 8 NYCRR Section 87.2(k) for a definition of "prospective school employee."
Guest Lecturers or Performing Artists in a covered school more than 5 times	Yes
Bus Aides	Yes - unless they have been cleared pursuant to the Vehicle and Traffic Law Section 1229-d.
Secretary at bus garage who occasionally fills in as a bus aide	Yes
Bus Drivers who also serve another role in covered school and have direct contact with students (i.e., janitor)	Yes
Individuals who have been fingerprinted for another purpose (i.e., teachers from another state, former police officers, former daycare workers*)	Yes* (If they were fingerprinted by NYCDOE after July 1, 1990, they may be able to have their fingerprint background information sent to SED - Please refer to the OSPRA 104 form for details).
Worker placed in the covered school under a public assistance employment program pursuant to Title 9-B of Article V of the Social Services Law	Yes
Employees of contract service providers who are placed within the school	Yes
Employees of the Supplemental Education Services providers (SES Providers) pursuant to NCLB	Yes

(Continued)

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SUBJECT: EMPLOYMENT/OTHER SITUATIONS WHERE FINGERPRINTING IS REQUIRED (Cont'd.)

Type of Situation	The situations described below are not covered by the SAVE legislation, therefore the State Education Department is not authorized to process fingerprinting applications for these types of individuals.
Applicant for employment in a private or nonpublic school	If the private or nonpublic school elects not to fingerprint new employees, they cannot fingerprint any employees.
Volunteer	No
Non-Certified Special Education School Employees (certified employees are subject to fingerprinting for certification purposes)	No
Student employee (i.e., lifeguard or tutor) enrolled in grade level program of same covered school	No
Student employee who has no direct contact with students (i.e., summer maintenance helper)	No
Unpaid Student Teachers or Student Interns	No - unpaid student teachers are treated like volunteers and, therefore, are not subject to fingerprinting
Clerical staff in covered school who have NO direct contact with students	No
Janitorial staff who have NO direct contact with students	No
Adult Continuing Education Instructors who have no direct contact with students	No
Guest Lecturers or Performing Artists who will not be in any particular covered school 5 times or more and they have in-person supervision by a employee of the covered school	No
Bus Drivers who have been cleared for employment pursuant to the Vehicle and Traffic Law Sections 509-cc, 509-d and/or 1229-d	No
Construction workers (i.e., painters, plumbers, architects) who have NO direct contact with students	No