

NON-DISTRICT PERSONNEL-TEMPORARY ACCESS FORM
(SINGLE EVENT)

As required by Senate Bill 9, each employee and contracted employee of a school district must be fingerprinted in order to work or provide services to the district. This bill provides protection to school district and also to the students of the district.

On a case by case basis, non-district personnel may be allowed **temporary access** (without submitting fingerprints) to the campus in order to provide limited services to the District. The following procedures must be followed:

- The non-district personnel must be accompanied by an administrator or administrator designee (campus employee) at all times.
- Non-District personnel must be processed through the campus RAPTOR system and wear their name tags.
- No student contact shall be made without the accompaniment of a campus administrator or designee.

Services provided to the District must follow these procedures. In the event that these procedures cannot be followed, this agreement is withdrawn and fingerprinting must be accomplished. There will be no exceptions to these procedures.

Printed Name of Campus Administrator

Printed Name of Contracted Personnel

Signature and Date

Signature and Date

Summary of Services to be Provided:
