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

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**To: All PGUSD Volunteers**  
**From: Claudia Arellano, Director II, Human Resource**  
**Re: Process For Live Scan Fingerprinting**

PGUSD Board of Education requires fingerprint clearance for ALL district volunteers. Fingerprinting is done at our District Office: 435 Hillcrest Ave. Pacific Grove (Behind the Middle School next to their Field). **Fingerprinting is by appointment only.**  
**Please follow these directions for scheduling your fingerprinting appointment:**

1. Schedule your appointment by e-mail or phone. Your main contacts will be Kimberly Ortiz at [kortiz@pgusd.org](mailto:kortiz@pgusd.org) 646-6537 and Bree Nehring at [bnehring@pgusd.org](mailto:bnehring@pgusd.org) 607-8892.
  - Please allow a minimum of 30 minutes to have your prints processed.
  - *Due to the time involved, please do your best to have childcare scheduled during the time of your printing appointment.*
2. Complete the Volunteer Packet and bring it to your appointment. A TB test is not required. Complete the TB Risk assessment Questionnaire. It will then be reviewed by our district nurse. She will contact you if any questions arise.
3. Bring your valid driver's license.
4. The Processing fee is \$20.00. **Cash only**
5. HR is at the mercy of the DOJ and FBI for the background check to clear.  
**Please schedule appointments well in advance of field trips etc.**  
You MUST be fingerprinted and cleared to volunteer, no exceptions.

*You are only required to be printed one time for our district allowing you to volunteer from pre-school to High School so long as your record stays in good standing. If you have been fingerprinted for another agency, you **will need to be printed** through our district. The DOJ does not allow agencies to share information therefore we do not have access to your information past or future. This includes teachers with other local districts, hospital employees, police officers, inactive PGUSD substitutes etc. Please be sure to let the front office staff know when you leave the district as we will no longer need your fingerprints on file. Please notify the district office when you have left the district as we are obligated to inform the DOJ we are no longer in need of any future subsequent arrest notices.*

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