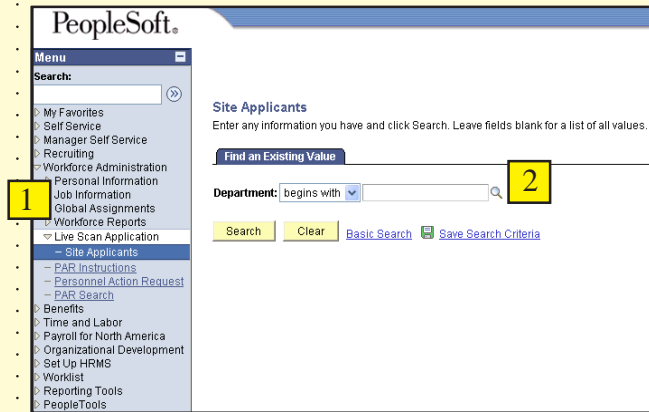

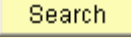


Live Scan Application - Fingerprint Status

July 2007



1. Navigate to: *Workforce Administration > Live Scan Application > Site Applicants*
2. Enter your Dept ID number or click the  to search for your dept. Click .

NOTE: This is confidential employee information. Access to this application is based on the PAR Site Submitter and PAR Site Admin roles. It is also based on Department Security. If you have access to more than one department, you can search for other departments only if you have been given security access.

Dept	Last Name	First Name	Middle Name	Fingerprint Date	Cleared	Date	Delay Status	PAR ID	Position
1 0000	Doe	Amy		09/15/2003	Yes	09/15/2003		348501	Network System Tech. (M)
2 0000	Doe	Bob		04/04/2002	Yes	04/05/2002			teacher
3 0000	Doe	Chris		01/30/2002	Yes	01/30/2002		422231	custodian
4 0000	Doe	David						370317	IA - Sp. Ed. (H to M)
5 0000	Doe	Edward		11/27/2001	Yes	11/27/2001		331412	Noon Duty
6 0000	Doe	Frank						422748	IA - Sp. Ed. (H to M)

3. The Site Applicants page is displayed. In the Cleared column, check if the fingerprint status is Yes, No, Not Eligible, Pending, or Delayed. The status will be blank if results have not yet been received.

<u>Status</u>	<u>Meaning</u>
Yes	Cleared. The applicant can begin working provided other hiring requirements have been met.
No or Not Eligible	Not cleared. Applicant is not eligible to be hired for this position.
Pending	Applicants who are not cleared by the DOJ are not automatically disqualified for employment. Human Resources reviews these cases to make a final decision. While in review, the fingerprint status is "Pending". Once the review is complete, the status will be changed to "Yes", "No", or "Not Eligible".
Delayed	Delay notice received from DOJ. This means the DOJ requires additional time for processing the fingerprints. The Delay Status column will indicate that there is a 30 Day Delay.
Blank	Results have not been received.

Fingerprint results are extremely sensitive and confidential information. Do not allow unauthorized personnel to view the information.

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What is the fingerprinting process?

Potential employees of San Diego Unified School District are required to submit fingerprints to the Department of Justice (DOJ) for a background check and must be “cleared”, and have turned in all required paperwork in order to start work.

To obtain and submit fingerprints, the district uses electronic fingerprinting, called Applicant LiveScan. Special equipment in Fingerprinting Services is used to scan fingerprints, which are transmitted to the DOJ in Sacramento. After checking fingerprints, the DOJ sends results to the district.

To keep track of results, the district uses the PeopleSoft Live Scan application. Schools, in particular, are anxious to obtain results so that new employees can immediately start working, provided all other hiring requirements have been met. Through Live Scan, authorized personnel can check fingerprint status at any time.

Who can check fingerprint status?

PAR Submitters and PAR Site Admins automatically have access to the Site Applicants page. It is also based on Department Security. You can only view applicants for your own department. However, if you need access to more than one department, you must request additional access by completing a DWA Security Request Form.

For a job aid, go to: <http://www.sandi.net/peoplesoft/readandlearn/jobaids/index.asp>

The job aid for the DWA Security Request Form is located under HR Self Service on the PeopleSoft website.

Live Scan