



FINGERPRINTING NOTICE

Virginia state licensing standards require **every** cooping parent to pass a fingerprint based criminal background check done by Fieldprint before his/her first day cooping in the classroom.

ACPS has developed the following required fingerprinting procedure:

1. As soon as possible, go to <https://fieldprintvirginia.com> and click "schedule an appointment."
2. Create an account, password and security question.
3. Enter the Fieldprint Code for volunteers: **FPVADSSChDayCtrVol**
4. Enter your personal and demographic information
5. Under "additional information" enter ACPS' Facility ID: **103605** Facility Type: **Private**
6. Enter out of state addresses where you have lived in the last 5 years (if applicable)
7. Confirm the name and address for ACPS appear as the facility where your results will be sent
8. Agree to the release of information
9. Select the Fieldprint location you wish to go to for fingerprinting
10. Schedule your appointment **as soon as possible**. You can fill a date in the field if selecting from the calendar isn't working.
11. Print **2 copies** of your confirmation: give one copy to Keow Essig, keep the other to bring to your appointment
12. If you need to change your appointment, make sure to do it more than 24 hours in advance. Otherwise you will be charged a fee.
13. The day of your appointment: bring your confirmation and two forms of identification. Acceptable forms of identification are listed on the confirmation.
14. Fieldprint submits fingerprints to the Virginia State Police and the FBI.
15. A determination letter will be sent directly to ACPS. It is good for five years and not transferable to another program.

ACPS must receive your determination letter before your first day of cooping.

Any parent who fails to make an appointment in the month assigned above will be charged a late fee by ACPS.