



**Gary Bloom**  
Superintendent of  
Schools

**Karen Hendricks**  
Assistant Superintendent  
Human Resources

**Alvaro Meza**  
Assistant Superintendent  
Business Services

**Kris Munro**  
Assistant Superintendent  
Educational Services

May 2, 2011

TO: 3PENS Parent Co-op Volunteer

FR: Deborah Kaulukukui, Administrative Assistant, Human Resources

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Per the Memo of Understanding (MOU) with Santa Cruz City Schools Adult Education you are required to obtain fingerprint clearance from the Department of Justice (DOJ) in order to enroll and participate in the 3PENS Parent Co-op. Please follow the instructions below:

- Complete the attached Volunteer Agreement.
- Bring the completed Volunteer Agreement along with your valid driver license or a government issued photo ID to:
  - The Human Resources Department, located on the Soquel High School Campus, between the hours of 8:00am and 4:30pm (walk-in basis)
  - The Adult School Office, located at 319 La Fonda Avenue. By appointment - 429-3966

At that time you will be provided with a Request for LiveScan Fingerprint form which authorizes Santa Cruz City Schools to receive and review the results from the DOJ.

- Attached is a list of agencies within Santa Cruz County who provide fingerprinting services. Be prepared to identify the agency where you want to be fingerprinted.
- Your cost will be \$32.00 for the DOJ processing fee in addition to the applicable fee according to the agency you choose. Please note the method of payment accepted by each agency.
  - Example of the cost if you choose the Cabrillo College Sheriffs Office: \$20.00 agency processing fee plus \$32.00 DOJ processing fee for a total amount of \$52.00 **due at the time of fingerprinting.**
- The results received from the DOJ are confidential and can not be shared with anyone. They are used to determine participation according to Education Code 45125.1 and then they are destroyed. It can take from 10 to 30 days for Santa Cruz City Schools to receive a response from the DOJ. You will be notified by the Santa Cruz Adult School when you are eligible to enroll.

Should you have any question please contact Hermanita Clark in the Adult Education office at 429-3966 or Deborah Kaulukukui in the Human Resources office at 429-3410 ext 233.

**Board of Trustees**

John T. Collins II, Rachel Dewey Thorsett, Cynthia Hawthorne, Deborah Tracy-Proulx, Steve Trujillo, Claudia Vestal, Ken Wagman

**APTOS - 135**

\* Cabrillo College Sheriff's Office

6500 Soquel Drive, Bldg 1185, Aptos, CA 95003, (831) 479-6313

M-F (9am-12pm & 1pm-4pm) Wlk only

\$20.00 Cash, Cashier's Check, Checks, Money Order

**CAPITOLA - Y28**

The UPS Store

1840 41st Avenue, Ste. 102, Capitola, CA 95010, (831) 462-5909

M-F (9am-5:30pm) | Wlk Sat(10am-4pm) | Wlk

\$30.00 Cash, Cashier's Check, Checks, Credit Cards, Money Order

**SANTA CRUZ - 136**

Santa Cruz Co. Office of Edu.

400 Encinal Street, Santa Cruz, CA 95060, (831) 466-5750

M-F (8:30am-11am) Appt. only

\$13.00 Checks, Money Order

**SANTA CRUZ - 366**

\* Santa Cruz Co. Sheriff's Office

701 Ocean Street, Room 340, Santa Cruz, CA 95060, (831) 454-3007

M,W,F (9-12:00am) | Appt. only (1:15-4pm) | Wlk

\$25.00 Cash, Checks, Money Order

**SANTA CRUZ - UF2**

\* The UPS Store 1128

849 Almar Avenue, Suite C, Santa Cruz, CA 95060, (831) 426-5762

[store1128@theupsstore.com](mailto:store1128@theupsstore.com)

M-F (9am-6pm); Sat. (10-4:30)

\$30.00 Billing Accounts, Cash, Cashier's Check, Checks, Company Checks, Credit Cards, Debit Cards, Money Order

**WATSONVILLE - NB1**

The UPS Store 0993

1961 Main Street, Watsonville, CA 95076, (831) 728-1919 [store0993@theupsstore.com](mailto:store0993@theupsstore.com)

M-F (9am-6pm) Wlk; Sat (10am-4pm) Wlk

\$30.00 Cash, Cashier's Check, Checks, Company Checks, Corporate Accounts, Credit Cards, Debit Cards, Money Order

**WATSONVILLE - 623**

\* Watsonville Police Dept.

215 Union Street

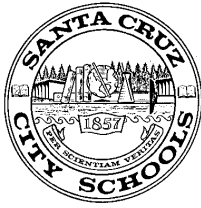
Watsonville, CA 95076

(831) 768-3300 / (831) 768-3328 (Appt)

[lhanson@ci.watsonville.ca.us](mailto:lhanson@ci.watsonville.ca.us)

W,Th (8pm-12:30pm) Wlk & (5:30am-7pm) Appt. only

\$25.00 Cash, Cashier's Check, Checks, Money Order



**3PENS PARENT CO-OP  
VOLUNTEER AGREEMENT  
SANTA CRUZ CITY SCHOOLS DISTRICT  
405 Old San Jose Road, Soquel, CA 95073  
831/429-3410 ext. 233**

Volunteer As: Parent Co-op Volunteer	Date:
Site (circle one): SCPENS   SOPENS   WPENS	Administrator: /s/ Mary Powers

Full Name:	_____	(Last)	(First)	(M.I.)
Address:	_____	(Street)	(City)	(State)   (Zip)
Telephone Numbers:	(   )   (   )   (   )	(Home)	(Work)	(Cell)
Person to Notify in Case of Emergency:	_____	(Name)	(Telephone#)	

**GENERAL INFORMATION**

Have you been fingerprinted for the Santa Cruz city Schools before?  
 YES  NO  Title and dates: \_\_\_\_\_

Per Education Code Section 45125.1, a school district may require persons with more than limited contact with students to be fingerprinted and not provide services until the district has received fingerprint clearance back from the Department of Justice showing no prior convictions for certain serious or violent felonies. Have you ever been convicted of a felony or misdemeanor that has resulted in incarceration, a fine in excess of \$50.00, and/or probation?  
 YES  NO  If yes, explain on an attached sheet.

Persons transporting students must also meet district requirements for a clear DMV record, a safe vehicle and insurance coverage. Are you an insured driver with a CA Driver's License?  
 YES  NO

Print Name	Signature	Date
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Revised 5-1-11