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Level II Procedures

Pinellas County Schools Fingerprinting/Background Screening Policy & Procedures October 2017

Pinellas County School Volunteers – All volunteers must be background screened approved prior to volunteering. All volunteers are required to sign in at the school front office, wear a volunteer/school name tag and/or Level 2 badge while on campus or at a school sponsored event. Volunteers are required to log all volunteer hours in the volunteer system. To log your volunteer hours use the Firefox browser, go to <https://focus.pcsb.org/volunteer>. Please do not use mobile devices to sign onto the volunteer system.

New volunteers must complete the volunteer registration form and attach a copy of a government issued photo ID to the form. Please bring the application to the school you're volunteering at for processing. A level 1 background screening will be done by the district office. It is recommended that prior to obtaining a level 2 screening your level 1 background must be approved first.

Returning volunteers must reactivate their volunteer status prior to volunteering. To activate your volunteer account go to <https://focus.pcsb.org/volunteer> Using your v.account and password to reactivate – if you do not know the user ID and Password please call the family & community liaison at your school.

Level 2 Screening - All volunteers must be registered and approved in the volunteer system before obtaining a Level 2 status. The Level 2 results will be processed in the volunteer system approximately 72 hours after the screening has been completed. Level 2 screenings are valid for five years. All level 2 volunteers will need to be rescreened prior to/or after the five year expiration date if you wish to continue volunteering in an unsupervised capacity. Level 2 vendors are listed below to obtain a Level 2 fingerprint screening.

Level 2 Badge - Once your profile has been updated to Level 2, the school liaison can provide you with an authorization form to acquire your level 2 photo ID badge at the Walter Pownall facility in Largo.

If you currently have a Level II clearance from your employer please provide a copy of the level II badge/card or paperwork to: The Office of Strategic Partnerships, 301 Fourth Street, Largo, FL 33770. Attn: Michelle

Roberge, District Volunteer Coordinator 727-588-5050 or scan and email the document to robergem@pcsb.org.

Recommended Level 2 Vendors for volunteers only. College students, Charter Schools, Vendors/Contractors and Employees scroll down for more information.

EZ Fingerprints

1715 East Bay Drive, Suite B, Largo

Phone: 727-479-0805

Walk-in welcome - Monday – Friday 8:30 AM – 6:00 PM or Saturday 9:00 AM - 2:30 PM. No appointment needed. **Fee \$45.00**

BIM - The UPS Store

13799 Park Blvd., Seminole, FL 33776 - PH 727-512-4477 – Hours: M-F 9am - 6:30pm - Sat 10am - 1pm.

Volunteers must call the number above to schedule an appointment.

Fee \$40.75 - Debit/Credit, Money Order, or cash (exact change please)

Postal Annex

2520 N. McMullen Booth Rd. Ste. B., Clearwater, FL 33761-4181 - Tel: 727-400-6801 - Hours: Monday ~ Friday 8:30 AM ~ 6:00 PM or Saturday 9:00 AM – 2:30 PM. Walk-ins are welcome or you may call ahead. **Fee \$48.00**

Screening Procedures for:

Charter School Volunteers - Please contact the Charter School for the VECHS ORI Number before you go to get your Level II screening done.

College Student Interns – College Students who are beginning any practicum, internship, field experience, or any type of observations must be registered and Level 2 fingerprinted prior to completing any educational course requirements. Level 2 applies to all school levels.

Click on this link: [PCS HR Fingerprinting Page](#) and follow the instructions. If you have questions regarding student internships contact Jessica Fisher, 727-588-6223 or email: fisherje@pcsb.org.

All New Employees of Pinellas County Schools - PCS Fingerprinting Services are divided into six subgroups: PCS New hires, PCS College Student Interns, PCS Charter School Employees, PCS Volunteers, PCS Students in Health related fields, and Vendors/Contractors. Fees vary and the FDLE/FBI report results are group specific, so please choose the appropriate category carefully.

Employees new to Pinellas County Schools - Administrators, Instructional Staff including Part-time Hourly and Substitutes, Supporting Services, Alternative Staff (coaches), Contracted Services Employees (CSE's with the appropriate paperwork). CSE's are not to be confused with a vendor/contractor or vice versa. CSE's are PCS employees and receive a paycheck from Pinellas County Schools. Fieldprint, Inc. is the service provider for this group.

Follow these procedures: New employees will be notified by HR staff when it is appropriate for them to log into the Pinellas County Schools district website to schedule their fingerprinting. Click on: [PCS HR Fingerprinting Page](#) · Follow the instructions found on this Web page. The department to contact with questions is Human Resources, 727-588-6000ext 1936

Charter School Employees - Fieldprint, Inc. is the service provider for this group. **Follow these procedures:** New charter school employees will be notified by their charter schools when it is appropriate for them to log into the Pinellas County Schools district website to schedule their fingerprinting. Click on: [PCS HR Fingerprinting Page](#) Follow the instructions found on this web page. The person to contact with questions is Valerie Washington, 727-588-6391.

Vendor and Contractors for Pinellas County Schools

Fieldprint is the service provider for this group. This vendor/contractor group includes individuals, companies and organizations that are directly or indirectly contracted to provide services and goods to the district. The staff of these companies and organizations are not paid as employees of Pinellas County Schools. Follow these procedures:

Vendor/Contractors will be notified by their employers when it is appropriate for them to log into Fieldprint website to schedule their appointment for fingerprinting. Vendor/Contractors will follow these procedures for [Contractor Badge Instructions](#).

The department to contact is Pinellas County Schools Police – Patricia Cross or Sheila Diehl – 727-547-7279.

Vision: 100% Student Success

Mission: Educate and Prepare Each Student for College, Career and Life

301 4TH ST. SW, LARGO, FL 33770 727-588-6000

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