

TO: Fingerprint Applicants

FROM: Susana Fernandez
Support Services Manager/Live Scan

SUBJECT: FINGERPRINT CLEARANCE NOTICE

You are in the process of fingerprinting for employment clearance with the Orange County Department of Education (OCDE) Clearing House Consortium. The Consortium maintains the fingerprint clearance for any part-time, temporary, or substitute position in any Orange County public school district. OCDE may elect not to add you to the Clearing House Consortium, even though the Commission on Teacher Credentialing has granted you a Certificate of Clearance, credential or permit. The following convictions may be the reason why your inclusion in the Clearing House Consortium could be denied:

- Sexual misconduct
- Drug/Weapon misconduct
- Violence/Abuse misconduct

Please call me at (714) 966-4457 **before you are fingerprinted** if you have any questions or concerns. There are no refunds of fees once collected and submitted to the Department of Justice.

Please sign and date below that you have read and understand the above.

Applicant's Signature

Date