Dear Families,

As we strive to maintain a safe and secure environment for our students, we want to remind you of the mandatory fingerprinting process for chaperones and other volunteers with significant unsupervised time with students at our school or school activities. This process is required by the State of Utah. Please carefully review the following information to facilitate a smooth and efficient fingerprinting experience.

To chaperone on a trip or supervise students at American Preparatory Academy, it is a requirement that each individual who plans to volunteer for these activities completes the fingerprinting procedure. Volunteering opportunities may be at athletic events, as chaperones on field trips, after school/clubs, or other time spent in a supervisory capacity with American Preparatory Academy students. The fingerprinting process is not transferable (i.e., switching parents on the morning of a field trip) and must be completed by each individual who will be volunteering.

If you plan to volunteer at APA in a chaperone role or to supervise students, SIGN UP HERE!

(1) Fingerprinting sessions are available by appointment only.

You will need to plan your appointment at least seven (7) days before your first volunteering appointment to ensure timely processing.

At this time, we are offering fingerprinting appointments at the following times. **These times are subject to change and may be cancelled at any time.**

Please ensure you choose the correct campus, and look for the address listed next to the time slot.

> **Draper District Offices** (12894 S. Pony Express Rd. Suite 400, Draper, UT 84020)
> Tuesdays from 9:00 am - 12:00 pm, 1:00 pm - 3:00 pm
> SIGN UP HERE!
>
> **West Valley 2 Campus** (3636 W. 3100 S., West Valley City, UT 84120)
> Mondays from 8:00 am - 12:00 pm
> SIGN UP HERE!
>
> **Salem Campus** (1195 S. Elk Ridge Dr., Salem, UT 84653)
> Please call the Salem campus to schedule a time to be fingerprinted (801-465-4434).
>
> **Cedar City** (782 N. Main, Cedar City, UT 84721)
> You will need to schedule an appointment with an outside location based on THIS LIST. Please pay close attention to the cost and requirements for an appointment. At this time, APA will not reimburse the cost.

You must sign up for an appointment - no drop-ins will be allowed. Morning-of appointments (i.e., on the way to a field trip) will not be allowed. Signing up for an appointment ensures that someone will be available to assist you. Each appointment will be about 10 minutes.

(2) Government-Issued Photo ID:

Please bring a valid government-issued photo ID (such as a driver's license or passport) to your fingerprinting appointment. This ID will be required to verify your identity during the process. If you'd like a complete list of acceptable documents, please click HERE.

(3) Consent Form:

You will be required to sign a consent form before undergoing the fingerprinting process. This form grants permission for the school to conduct the necessary background checks for the safety of our students. The form will be provided to you during your appointment, and our staff will be available to answer any questions you may have.

(4) Notice of Cleared/Pending Background:

After your background check has been cleared, you will be sent an email from the Human Resources department at APA. We will do our best to include the homeroom teacher(s) in the email, but we encourage you to forward the email to the teachers you will be working with to make them aware of your ability to volunteer with their class. If your background check does not clear/receives a "pending" status, you may be sent an email from the APA Human Resources department to justify any alerts that may be on your record. Justification of these alerts does not guarantee a cleared background check.

We understand your time is valuable, and we appreciate your cooperation in completing this essential step in the volunteer onboarding process. By adhering to these requirements, you contribute significantly to maintaining a secure and supportive learning environment for our students.

If you have any questions/concerns regarding the fingerprinting process or if you believe you already have a valid background check on file with APA, please feel free to reach out to APA's Human Resources department by sending an email to hr@apamail.org for the quickest response.

Thank you for your commitment to the safety and well-being of our students.