



## Instructions for Fingerprinting

Washington State Law (RCW28A.400.303) requires school districts, educational service districts, the Washington state center for childhood deafness and hearing loss, the state school for the blind, and their contractors hiring employees who will have regularly scheduled unsupervised access to children shall require a record check through the Washington state patrol criminal identification system and the federal bureau of investigation before hiring an employee. This records check shall include a fingerprint check using a complete Washington state criminal identification fingerprint card.

You may not be required to be fingerprinted if you have been fingerprinted by another school district in Washington State during the previous two years. Please contact Shari Strickland at (509) 526-6743, if you have any questions.

The cost of the processing fee is \$50.00 which will be paid by the contractor. Checks for fingerprinting should be made out to the Office of Superintendent of Public Instruction (OSPI).

Walla Walla Public Schools will provide, print, and collect fingerprint cards at the district office. Please have valid pictured identification available.

To make a fingerprinting appointment, contact Shari Strickland at (509)-526-6743.