



Dear Parents and Volunteers,

This is a reminder that as a Catholic School guided by the Archdiocese of Miami, we are required to have some documents filed for our volunteers and people that want to help during classroom parties, field trips, festivals, etc. If you are a volunteer or want to be part of our school activities, you are required to have your:

- **Background check - Fingerprints:** www.fieldprintflorida.com (see back for instructions)
 - **Virtus Training Certificate:** www.virtusonline.org
 - **Updated Bulletin Reports**
- Also, must fill out the following documents:
- **Volunteer Application**
 - **Volunteer Code of Conduct**

You may contact [Amarilys Hernandez](mailto:Amarilys.Hernandez@stmic.edu) in the school office.
No persons will be allowed to take part of any school activity unless we have all these requirements on file.

Thank you for your cooperation.



Estimados Padres y Voluntarios,

Este es un recordatorio, como escuela Católica bajo la supervisión de la Archidiócesis de Miami, requerimos tener algunos documentos archivados para nuestros voluntarios y gente que deseen ayudar durante fiestas en las clases, excursiones escolares, festivales, etc. Si usted es un voluntario o desea ser parte de nuestras actividades escolares, usted debe tener:

- **Chequeo de sus huellas** www.fieldprintflorida.com (al reverso encontraran las instrucciones)
- **Certificado de Virtus - www.virtusonline.org**
- **Reporte de los boletines**

Ademas, usted debe completar los siguientes documentos:

- **Aplicación para los Voluntarios**
- **Código de Conducta de los Voluntarios**

Usted puede contactar a [Amarilys Hernandez](mailto:Amarilys.Hernandez@stmic.edu) en la oficina de la escuela. **No se permitirá participar a nadie en ninguna actividad de la escuela a menos que tengamos todos estos requisitos archivados.**

Gracias por su cooperación.



Here is how to schedule a fingerprinting appointment:

1. When it is time for an applicant to be fingerprinted, direct them to log onto the www.fieldprintflorida.com website to schedule their appointment.
2. Click "Schedule An Appointment".
3. Applicants will create a secure username/password and enter the Fieldprint scheduling system.
4. In the Reason why you need to be fingerprinted screen; the applicant will select the web link: I know my Fieldprint Code.
4. Provide the applicant with the following access code(s), which they will input on the website to gain access to the online scheduling tool:

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Please note the access code IS case sensitive.

4. The applicant will provide their contact and demographic info. The information requested on the scheduling site is the information required by FDLE/FBI in order to process the criminal search. This is the same information required to be completed by the representative on "the old" ink hard cards.
5. From this point forward the website will prompt the representative for the required information to find a local collection facility and schedule an appointment. Instructions, directions, maps, and photos will all be provided directly online.
6. If the representative has any issues or questions, they may contact our customer service team at (800) 799-1067 or at CustomerService@fieldprint.com. They may also select the "Contact Us" link on the website.