

A fingerprint background check and the resulting security clearance ID badge are **REQUIRED** before your first day on the campus of any school (Pre-kindergarten – Grade 12 or early learning center) in Polk County, FL, for course related field experience or internship.

AA and AS students

A copy of your valid Polk County School Board photo ID badge must be received by Polk State College to complete Field Experiences as required for a passing grade in the following courses:

- EDF 1005 Introduction to the Teaching Profession
- EDF 2085 Introduction to Diversity for Educators

Prospective BS in Education students

A copy of your valid Polk County School Board photo ID badge must be received by the program director within three weeks after the start of Polk State College upper division teacher education courses in order to continue in a BS in Education degree program.

INSTRUCTIONS

Fingerprinting is conducted by **APPOINTMENT ONLY**:
Please call **(863) 534 - 0414**

Polk County School Board Fingerprinting Services
School Board District Office
1915 S. Floral Avenue
Bartow, FL 33830

You **MUST bring the following** to your appointment:

1. Polk County School Board College/University Fingerprint Questionnaire (page 2 of this document)
2. **Driver's License**
3. **Social Security card**, photocopy of SS card or completed application for a duplicate card with verification stamp from the Social Security Office
4. Exact payment (**Money Order ONLY**) as delineated on the School Board form included in this document

PLEASE NOTE: Please do not call the Polk County School District Fingerprinting Services regarding your photo ID badge. After your background clearance is completed, the District will send your photo ID to Polk State College. You must check your Polk State College email address (not PAL email) for detailed directions for ID badge pickup options from Star Anderson. If you have not heard from Ms. Anderson after 2 weeks from your fingerprinting appointment date, you may contact her at SAnderson@polk.edu or 863-669-2887 for information.

COLLEGE/UNIVERSITY FINGERPRINT QUESTIONNAIRE

- I am currently and will remain an active School Board/Charter employee.
- I have been printed for a college/university in the State of Florida within the last 3 years in the following area.
 - EPI Program
 - Interning
 - Student Teacher
- I will be attending college/university in more than one County.
- I am being printed today to attend a college/university in another County.

REASON FOR FINGERPRINTING

- EPI Program = 11 month prints (\$49.25)
Prints are only valid in Polk County and can be used for employment with Polk County Schools/Charter Schools and for requests of a Teaching Certificate from Department of Ed. Only valid in Polk County.
- I will need my fingerprints retained for two years. (\$55.25) Only valid in Polk County.
- I will need my fingerprints retained for three years. (\$61.25) Only valid in Polk County.
- I will need my prints to be valid for five years. (\$78.60) Prints will be valid in any County in the State of Florida.