

Lodi Unified School District  
Personnel Department  
1305 E Vine St  
Lodi, CA 95240

**VOLUNTEER FINGERPRINT  
REQUEST FORM**

Volunteer telephone numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Volunteer Email (*where form will be sent*): \_\_\_\_\_

To Personnel:

\_\_\_\_\_ has not been previously printed as a volunteer  
Name (Please Print)

in this district and will be:

(Check appropriate box)

- ☐ Going on an field trip
- ☐ Working one or more days per week in the classroom on a regular basis, or
- ☐ Likely to be alone with one or more students
- ☐ Volunteer Coach in high school athletic programs
- ☐ Transport Students
- ☐ Other - please explain: \_\_\_\_\_

\_\_\_\_\_  
Principal / Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lodi High School  
School Site / Department

Step 1: Site completes form, has Principal sign and scan to [saramirez@lodiUSD.net](mailto:saramirez@lodiUSD.net).

Step 2: *Personnel will contact Volunteer, via email above, to make an appointment.*

**There is a fee for fingerprinting and a money order will be required.**  
**You will be notified of the cost when your appointment is scheduled.**

Step 3: Volunteer may begin only after school has been notified by e-mail of fingerprint clearance.

**VOLUNTEERS WILL NOT BE FINGERPRINTED UNLESS THIS COMPLETED FORM  
IS PRESENTED AT THE TIME OF THE APPOINTMENT!**

(REVISED: 08/2017)