Fingerprinting Information:

Spellman Parents/Volunteers,

It is mandatory for all Volunteers, Field trip Chaperones, Mentors, Interns and Tutors to get fingerprinted by PGCPS and MUST take the online Safety Training program*. This video series will train you on school related issues. These assigned courses must be completed before you can volunteer or participate in school fieldtrips, the online Safety Training must be done yearly.

To take the online courses please go to the following link: www.pgcps.org/required-training/

The courses are offered in English and Spanish.

If you do not have access to a computer, please contact Mrs. Castillo @ 301-925-1944. Thank you!

Once the courses are completed, please bring a copy of the certificate of completion to the main office.

*If you already completed the fingerprint process and received your receipt, you still must take the online Safety Training program.

Per ADMINISTRATIVE PROCEDURE 4215 - VOLUNTEERS MUST:

Undergo a fingerprint check - at least 15 days in advance of volunteer activity

Undergo a Child Protective Services (CPS) clearance - at least 15 days in advance of volunteer activity

Complete required training modules - prior to engaging in volunteer activity.

Fingerprinting and Child Protective Services (CPS) Clearance $61

For all PGCPS employees, volunteers assisting on campus more than once each school year with students and/or chaperoning on field trips, and independent contractors.

Commercial Background Check $15
(online only at www.myschoolbucks.com) – Only referees, athletic officials and independent contractors who do not have unsupervised access to students may utilize the Commercial Background Check