



SCHOOL VOLUNTEER PROGRAM

Live Scan ATI and Reprint Information 2026-2027

WHERE TO LOCATE THE LIVE SCAN ATI, DATE OF FINGERPRINTS, WHERE THE FINGERPRINTS WERE PROCESSED AND LAST 4 DIGITS OF SSN

APPLYING (indicated on both forms)

NAME OF SCHOOL (indicated on right form)

ATI (indicated on both forms)

DATE OF FINGERPRINTS (indicated on both forms)

INFORMATION FOR REPRINTS (indicated on both forms)

LOCATION OF FINGERPRINTS (indicated on left form)

SSN (indicated on left form)

LAST 4 DIGITS OF SSN (indicated on left form)

Information to be entered by designee and/or approver

ENTER THE LIVE SCAN ATI, DATE OF FINGERPRINTS, WHERE THE FINGERPRINTS WERE PROCESSED, and LAST 4 DIGITS OF SSN

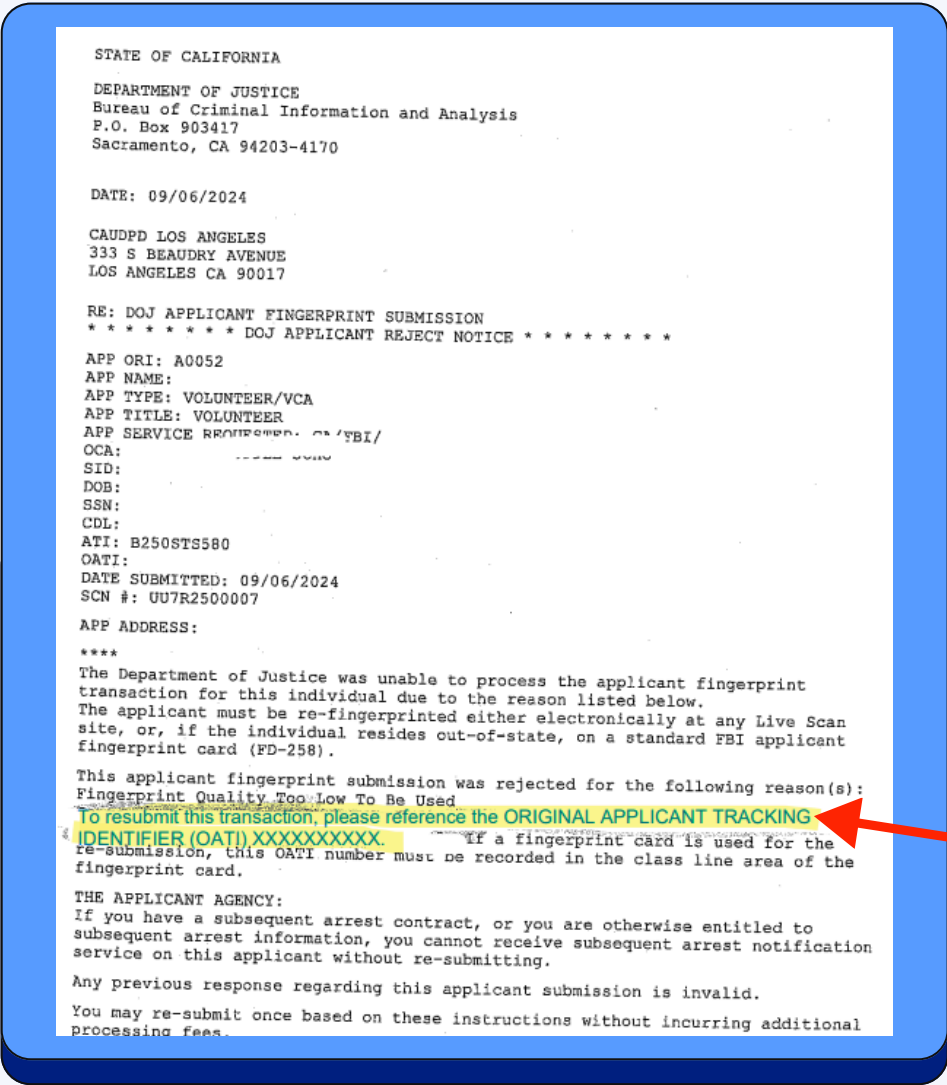
ATI # *	<input type="text"/>	Date Of Fingerprints *	<input type="text"/>
Location Of Fingerprints *	<input type="text"/>	Last 4 Digits of SSN *	<input type="text"/>



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APPLICANT REPRINT NOTICE



If a reprint is necessary...

- The Principal will receive an email from the Office of Student, Family and Community Engagement (SFACE) including the Reprint Letter.
- The Principal is to print the letter and provide it to the applicant.
- The applicant has 30 days to reprint.
- If the applicant does not reprint within 30 days, the applicant must print as a new Live Scan applicant.
- The applicant must set up a Live Scan appointment at the same location they were originally processed and provide them the Reprint Letter.
- The same ATI number must be used when the applicant reprints. This information is provided on the letter.
- Applicant is to provide the school with the new Live Scan date, and the school will update the application in the Volunteer Management System.
- The school is to send an email to families@lausd.net notifying SFACE of the update including the volunteer ID and applicant name.

For more information visit families.lausd.org