

LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN



TO: Los Angeles Unified School District
Procurement Services Branch

333 S Beaudry Ave. 28th Floor, LA, CA 90017

FROM: Name: _____
Address: _____
City: _____
State: _____ **Zip:** _____

FINGERPRINT AND CRIMINAL BACKGROUND CHECK CERTIFICATION

In accordance with the Department of Justice (DOJ) fingerprint and criminal background investigation requirements of Education Code section 45125.1 et seq.

Vendor Name: _____ **Contract #:** _____
Subcontractor Name: _____ **ORI #:** _____

With respect to the Agreement (Number _____) between the Los Angeles Unified School District (“**DISTRICT**”) and the individual, _____ the company or contractor named (“**VENDOR**”) for the provision of _____ services.

PLEASE CHECK ALL APPROPRIATE BOXES AND SIGN ON PAGE 2:

REQUIREMENTS SATISFIED:

- A) The **VENDOR** hereby certifies to the **DISTRICT’S** governing board that it has completed the criminal background check requirements of Education Code (EC) sections 45125.1 and 45125.2 and that none of its employees that may interact with **DISTRICT** students have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). The vendor shall report all subsequent arrest notifications to the District Administrator within 24 hours of being notified by the Department of Justice.

List below or attach, all employee(s) names that have successfully completed the fingerprinting and criminal background check clearance in accordance with the law:

Date Subsequent Arrest Notifications were processed: _____

	Last Name	First Name	Date Fingerprints Submitted to DOJ	Date DOJ Clearance Received
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

(CONTINUED ON PAGE 2)

FINGERPRINT AND CRIMINAL BACKGROUND CHECK CERTIFICATION (CONTINUED)

EXCEPTIONS

Note: Any exceptions below must be authorized in writing by the Contract Sponsor.

- B) The VENDOR qualifies for a waiver of the Department of Justice (DOJ) fingerprint and criminal background investigation for the following reason(s) permitted by Education Code section 45125.1 of 45125.2
 - The VENDOR and its employees will have NO INTERACTION with students (No school services will be provided).
 - The services provided by the VENDOR are for an "EMERGENCY OR EXCEPTIONAL SITUATION," such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable" [EC 45125.1(b)].
 - The VENDOR and its employees will have LIMITED CONTACT with students (attach information about length of time on school grounds, proximity of work area to student areas; whether VENDOR/its employees will be working by themselves or with others, and any other factors that substantiate limited contact) [EC 45125.2 (c) – only applicable for construction, reconstruction, rehabilitation, or repair contracts].
 - The VENDOR will ensure that ONE (1) OR MORE of the following methods is utilized to ensure student safety [EC 45125.2 (a) - only applicable for construction, reconstruction, rehabilitation, or repair contracts].

Check all methods to be used:

- 1) Installation of a physical barrier at the worksite to limit contact with students.
- 2) Continual supervision and monitoring of all employees of the VENDOR by an employee of the VENDOR who has not been convicted of a serious or violent felony as ascertained by the DOJ.

Signature of Contract Sponsor is required for any exceptions:

Printed Name	Title	Signature	Date
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By signing below, under penalty of perjury, I certify that the information contained on this certification form is accurate. I understand that it is the VENDOR'S sole responsibility to maintain, update, and provide the District with a current "Fingerprint and Criminal Background Check Certification", throughout the duration of VENDOR-provided services.

Printed Name	Title	Signature	Date
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