

WRIGHT ELEMENTARY SCHOOL DISTRICT

LIVESCAN INSTRUCTIONS

Click here for [Live Scan Locations](#).

All new hires must be fingerprinted by Wright Elementary School District (WESD), even if you have been recently fingerprinted elsewhere.

The WESD billing number is on the Live Scan form. If you are charged a rolling fee, typically \$25-\$30, keep your receipt and submit an [Expense Reimbursement Form](#). You may submit a [Mileage Reimbursement Form](#) for travel to and from the Live Scan location closest to your home or work site.

Human Resources will email you when prints are clear. Prints must be clear before the first day of work.

Form

- Confirm that you have the correct form for your position.
- Complete and/or confirm all applicant information.
 - FBI only: applicants with a credential or COC
 - FBI and DOJ: all others

Appointments

- 'On time' is 5 minutes early
- Cancel any appointments that you will not keep.
- Bring:
 - Completed Live Scan form plus a copy
 - Government issued photo ID
 - Money for rolling fee

Delays

Common causes for delays in Live Scan reports include prints that are difficult to read, or a prior arrest record.

Arrest records

Public Schools have high level fingerprint clearance. All arrest records, including expunged records, will be reported.

Applicants with [arrest records that exclude them from work in a public school by law](#) should speak to H.R. before submitting a Live Scan.

Subsequent arrests

Employees are expected to report subsequent arrests to the Superintendent before returning to work.

Fingerprint records are CONFIDENTIAL.

Please direct questions to the WESD Custodian of Records: Human Resources Coordinator.