



**HUMAN RESOURCES DEPARTMENT
MEMORANDUM**

TO: All KISD Certified Employees
FROM: Beth Allen, Director of Human Resources
DATE: August 27, 2010
RE: State-Mandated Fingerprinting Process

The following message applies to all KISD employees who currently hold or have ever held a Texas certificate issued by the State Board for Educator Certification (SBEC) regardless of whether they currently hold a position that requires an SBEC certification. This includes teaching, professional, administrator, and paraprofessional certificates.

The State of Texas has implemented a new fingerprint law known as Senate Bill 9 (SB-9). As of January 1, 2008, this law requires that all new non-certified district employees be fingerprinted prior to being hired. **In addition to this requirement, SB-9 requires that all certified individuals be fingerprinted. KISD has been notified by TEA that we have been scheduled to undergo the state-wide fingerprinting process starting August 27, 2010. In order to expedite this process, it is imperative that all certified employees update their SBEC Educator Profile information by Monday, September 6, 2010.** On Tuesday, September 7, 2010, we will be submitting the list of all KISD certified employees to TEA who will in turn send us a list of employees who will be required to be fingerprinted by September 24, 2010.

As you may know, the SBEC Educator Profile contains personal contact information in addition to certification information. **Please verify that the first and last name on your SBEC profile matches the first and last name on your current driver's license which should also match the first and last name on file in the KISD Human Resources/Payroll office.** Your driver's license will be used for identification during the fingerprinting process, so the name on your certification must match what is on your driver's license. Should you need to change your name with SBEC, please follow the instructions noted on the SBEC Profile Page.

Also, **it is imperative that your profile information lists your current email address.** SBEC will be contacting you via email with your personalized "FAST fingerprint pass form" which must be presented during your fingerprinting appointment. Please see the attached information for further instructions on updating your SBEC educator profile. I have also attached a list of Fingerprinting Frequently Asked Questions which should answer most questions concerning this process.

Please note: In an effort to limit the number of phone calls, we ask that you please read over the attached directions as well as the attached Frequently Asked Questions information, but should you have questions or concerns regarding this process, please contact me at ballen@kisd.org or (903)988-3900 extension 2032.

Thank you.