



Digital Business Academy

MILPITAS HIGH SCHOOL

Dear Mentor,

We are required to have all volunteers who will be working with students fingerprinted. Unfortunately, due to budget cuts, the district can no longer pick up the costs for the background checks, and is now requiring volunteers to pay \$19 for fingerprinting. Many companies will reimburse their employees for fees when it comes to volunteering, so please check with your company to see if such benefits exist.

I need you to make an appointment with the Milpitas Police Department and pick up a LiveScan form from our District Office before you go. Please try to have your fingerprints done by the end of October, because it can take up to two weeks for us to get your results.

We also need to have all volunteers TB tested. Any negative TB test within the last six months will suffice. You can e-mail these results to me at (408) 635-2843 anytime before the Mentor Match-Up event.

Thank you for taking the time to do these two things! I'm looking forward to making this a successful mentoring year.

Regards,

Diane Kung
Mentor Coordinator
Digital Business Academy
dkung@mhsacademy.org

Fingerprinting Services at the Milpitas Police Department

Location:

1275 N. Milpitas Blvd.
Milpitas, CA 95035

To schedule an appointment: Call 408-586-2400 between 8:00 AM and 5:00 PM to schedule an appointment.

Details: This service is conducted by unpaid Police Volunteers, Police Explorers and Records employees. Fingerprinting services only occur on Mondays and Wednesdays in afternoon (from approximately 2:30 P.M. to 3:45 P.M.). You will need to bring a current driver's license and a Livescan form (see below).

Before you go: Pick up a LiveScan form from the Milpitas Unified School District Personnel office at 1331 E. Calaveras Blvd. between 7:30AM and 4:30PM. Contact Lori Porter for more information: (408) 635-2600 ext. 6077 or lporter@musd.org.