



Midlothian

Independent School District

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To: Midlothian ISD Certified Employees
From: Office of Superintendent
Date: June 2, 2009

The 80th Legislative Session authorized Senate Bill 9 which expands the criminal history review by the State Board for Educator Certification (SBEC).

Midlothian ISD has been notified by TEA that the fingerprinting process for certified employees and all substitutes will begin on **July 14, 2009**. [A certified employee includes ANY employee of the district who holds an active or inactive certificate or an active permit issued by the State Board for Educator Certification (SBEC) regardless of the role in which they are serving.] All employees who hold a credential issued by SBEC or the Texas Education Agency (TEA) who have not been previously printed through SBEC will be subject to this requirement. SBEC/TEA will e-mail Midlothian ISD a list of certificate holders who will need to be fingerprinted, as well as e-mail each employee advising them that they are to be fingerprinted.

IMPORTANT ACTION REQUIRED

If you do not currently have an account with SBEC Online, **it is imperative that you set one up immediately**. This will simplify and expedite the process of accessing the Fast Fingerprint Pass once you have received your notification e-mail. Information on setting up an account can be found on the MISD website accessed at www.midlothian-isd.net/hr.

It is critical that the **FIRST** and **LAST** name on your certificate match the **FIRST** and **LAST** name on your current (valid and active) driver's license or state issued ID card. You may request a name change from the SBEC home page. (www.sbec.state.tx.us.) This change must occur prior to accessing your Fast Fingerprint Pass. The name change normally takes 72 hours for the information to be updated on the SBEC website so please complete the changes as soon as possible. If the names do not match, the fingerprinting process cannot be completed.

EMAIL ADDRESS

The district will provide TEA with your **district** email address. Initial information and notification from SBEC in regards to the 80-day fingerprinting window and how to obtain the required FAST Pass will be sent to your district email address.

OBTAINING THE FAST FINGERPRINTING PASS

Each employee designated by SBEC/TEA to be fingerprinted will receive an email to your MISD email address with details to obtain the FAST Pass. A copy of the email that will be received may be viewed on the MISD website at www.midlothian-isd.net/hr. This Fast Fingerprint Pass must be accessed at least **24 hours in advance** of your scheduled fingerprinting appointment and will be emailed to you once you have logged on to SBEC Online and followed the steps indicated in your notification email. **Each educator must log on to SBEC Online and access your own Fast Fingerprint Pass**. The FAST Pass will display your name and an identification number called an "SB" number. The SB number is unique to each person. If your number begins with "SB-SP..." you **will not have to pay** for the FAST Pass. If your number begins with "SB-SN..." you **will have to pay** for the FAST Pass online with a credit card.

You **must take** the FAST Pass to your scheduled fingerprinting appointment. If you lose your FAST Pass. Call 1-888-863-5880 option #3 to obtain a copy.

PAYMENT FOR FINGERPRINTING

Certified employees who were employed full time during the 2006-07 school year and who held a certificate will have their fingerprint fees paid for by the State. There will be no payment required to obtain the FAST Pass and no payment to the vendor at the time the fingerprints are completed. All other individuals (certified employees who did not hold a certificate and were not employed during this school year and certified substitutes) will be responsible for paying the fingerprint fees totaling \$52.20. You will be required to pay the fee of \$42.25 online with a credit card at the time of obtaining your FAST Pass. When you go to your scheduled fingerprinting appointment, you will be required to pay \$9.95 to the vendor. **The vendor will only accept a money order, cashier's check, or personal check payable to "L-1 Enrollment Services" (no cash).**

FINGERPRINTING PROCESS

The TEA approved vendor/mobile unit will be in the district **July 28 – August 11** to complete the fingerprinting process. The vendor will be setup in a classroom at the L. A. Mills Administration Building. HR will schedule the fingerprinting appointments for employees. This means that employees that are required to be fingerprinted will receive a call from HR **July 15 – 27** to schedule their fingerprinting appointment.

Fingerprinting Process STEPS:

1. Each certified employee will be sent an email from SBEC to your MISD email address that will include an 80-day notice and how to obtain the FAST Pass.
2. The email will come from a source called "ITSBATCH" and will have "AutoEmail: SB9 Fingerprinting Information (Individual)..." in the subject line.
3. The email will advise you of the steps required to log on to SBEC Online to receive the FAST Pass.
4. Remember, **you must access the FAST Pass at least 24 hours in advance of your scheduled fingerprint appointment.**
5. The FAST Pass will be emailed back to you and will have your name and identification number.
CAUTION: The FAST Pass will be emailed to the email address that you have on your educator profile on SBEC's website. If you have an email address that is not the MISD address, it is highly likely that the FAST Pass will go to spam or junk mail. Our best advice is for you to have your MISD email address on your educator profile until the fingerprinting process is complete and then change it back to your personal email address if you so choose.
6. You must take the FAST Pass and a valid photo ID, (Texas issued ID or driver's license, military ID or out of state driver's license) to your scheduled appointment. **If you have an out of state driver's license, you will need another form of identification, i.e. social security card, birth certificate, valid passport, or voter registration card.**
7. You will also have your picture taken at your appointment.
8. If you miss your scheduled appointment, you will need to schedule an appointment with the L-1 Identity Solutions site by calling 888-467-2080 or by scheduling on their website at <http://www.ibtfingerprint.com/>.

REJECTED FINGERPRINTS

Some fingerprints will be rejected by the FBI due to poor quality. If your fingerprints are rejected, you will receive an email with information on the rejection and the need to reprint. The district will receive the same notification. You are still subject to the 80-day window and should make arrangements to be reprinted by calling the IBT (L1) scheduling center at 888-467-2080 immediately to request an appointment for resubmission of fingerprints. Reprinting cannot be scheduled online. You will not be charged for reprints due to a rejection.

80-DAY TIME LIMIT

The district will get notification from the State Board for Educator Certification on July 14, 2009 to proceed with the upload. The 80-day timeline established by TEA will start when the district uploads employee information. The district will upload employee information on **July 14, 2009**, which means, the employee has **80 calendar days** to have their fingerprints taken and for TEA to receive results of this printing.

If fingerprinting results are not received for a certified employee within the allotted 80-day timeline established by TEA, the employee's certificate status will change to **INACTIVE**. **An inactive status means the certified educator CANNOT work in any role that requires certification nor will they be allowed to work as a substitute teacher.** The educator will be advised of their INACTIVE status via e-mail. MISD will also receive an email list of all employees whose certificates have become INACTIVE.

ACCORDING TO SECTION 2.1 OF THE EDUCATOR'S EMPLOYMENT CONTRACT, IF THE EMPLOYEE'S CERTIFICATION EXPIRES, IS CANCELED, OR IS REVOKED, THE CONTRACT IS VOID.

QUESTIONS

If you have any questions, please contact Human Resources at 972-775-8296. Additional information will be available soon from the HR Office and on the Midlothian ISD website at www.midlothian-isd.net/hr.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. D. Kennedy', with a long, sweeping horizontal stroke extending to the right.

J. D. Kennedy, Ed.D.
Superintendent of Schools