

LEARN
REQUEST FOR FINGERPRINTING

District: Regional School District 17 LEARN Fax # 860-434-4837

District Representative: Howard Thiery, Superintendent

District Phone: 860-345-4534

Applicants Name: _____ SS# _____

#1___ The above applicant has applied for employment as a substitute teacher/teacher assistant for the 2011-12 school year. We are requesting that he/she be fingerprinted and a criminal background check be conducted.

#2___ The above applicant has applied for employment as a substitute teacher/teacher assistant for the 2011-12 school year and has informed us that he/she has been fingerprinted by LEARN. (This report may be more than one year old. If this is the case, see #3.) We are requesting verification of fingerprinting and notification of results of the criminal background check.

#3___ The above applicant has applied for employment as a substitute teacher/teacher assistant for the 2011-12 school year and has informed us that he/she has been fingerprinted by LEARN. **The fingerprinting and criminal background check was done over one year ago.** We are requesting that he/she be fingerprinted and a criminal background check be done again.

I have been fingerprinted by LEARN and request that the above named school district be given a copy of the criminal background check.

Perspective Employee's Signature

Date

STEPS FOR FINGERPRINTING

HOW TO MAKE AN APPOINTMENT FOR FINGERPRINTING:

To schedule an appointment for fingerprinting, please call LEARN at **(860) 434-4800 ext 156**.

WHAT TO BRING WITH YOU TO THE FINGERPRINT APPOINTMENT:

- Two (2) forms of identification one being a photo ID
- The “Request for Fingerprinting” form from the district(s)
- A **money order** made payable to **LEARN** for amount of **\$25.00**. This fee covers the processing required by the State as well as LEARN's fee to cover additional processing as required by changes in the Connecticut State statutes.
- Make sure hands are clean and free of lotions or grease; this will help make the prints come out clearer.
- Please arrive early for your appointment to have time to fill out the cards.
- It is preferred that you leave children at home.

FINGERPRINTING SESSIONS ARE HELD AT:

LEARN
44 Hatchetts Hill Road
Old Lyme, CT 06371

Directions:

From New Haven:

Take I-95 north to exit 71.
At the end of the ramp, take a right and an immediate left onto Hatchetts Hill Road.
LEARN is 6/10 of a mile on your right.

From New London:

Take I-95 south to exit 71.
At the end of the ramp, take a left and go over I-95.
Turn right onto Hatchetts Hill Road.
LEARN is approximately half a mile on your right.

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