



MONARCH  
SCHOOL

### **Compliance Information**

For your own protection and for the protection of the students and staff of Monarch School the following items are required to be on file and up to date in the Monarch School office. The Live Scan results will be sent to Monarch from the Department of Justice. The other items can be dropped off at our front desk, faxed to us at (619) 233-3458, or mailed to Monarch School, Attention Daisy Crompton, 808 West Cedar Street, San Diego CA, 92101.

- **Volunteer Application...** including Confidentiality, Memo of Understanding, and Hold Harmless Agreements.
- **Live Scan...** Live Scan involves scanning fingerprints for a background check by the Department of Justice and FBI. Please bring the Live Scan form (only given at orientation) and a picture ID to the San Diego Unified School District Office at 4100 Normal St. Walk in appointments are between the hours of 8:30am to 1:00pm Tuesday through Friday. Appointments can be made by calling (619) 725-7015 or 7016 between the hours of 7:30am to 4:30 pm. Appointments are on Tuesday through Friday from 2:00pm to 3:50pm, but walk-ins are allowed Tuesday through Friday from 8:30am-1:00pm. To get to the Life Scan office take 163 South to Washington St East; then turn left on to Campus Drive. After you pass the main buildings for the SDUSD you will see a sign on your right that says "Lot H." Turn into "Lot H" and the second trailer on the left is the Live Scan office. The processing fee is \$10 and then an additional \$18 for the FBI check, and must be paid in cash.
- **Tuberculosis Test...** You can contact your physician or go to TB clinic located at 3851 Rosecrans Street, San Diego, CA. The telephone number is (619) 692-8600. The test is only \$8. Please call the number above to get all the information. This is a simple test to verify if you carry the TB virus. It takes two-days to get the results read. If you have had a TB test within the past two years and can provide a copy, then that will meet the compliance. This test will need to be updated every four years.
- **Driver's Clearance** (Only if your volunteer experience dictates that you drive.)
  - **Proof of Car Insurance...**Current proof of auto insurance must be on file.
  - **Copy of Driver's License**

If you have any questions concerning any of these compliance requirements, please call Daisy Crompton at (619) 237-7678 or email at [dcrompton@monarchschoools.org](mailto:dcrompton@monarchschoools.org) .