



The School District of Manatee County requires a Level II fingerprint screening for all volunteers interacting *unsupervised* with students on campus, tutoring or mentoring, and chaperoning a field trip. Clearance is valid for five years and is monitored by the School District of Manatee County.

### **STEP 1**

Call **(941) 708-8770 x41208** to schedule your appointment with Human Resources.

Visit the ***School District of Manatee County*** to create a profile in the district database.

School District of Manatee County, Human Resources Department  
215 Manatee Avenue West  
Bradenton, FL 34202  
(941) 708-8770

Hours of Operation: 8:30 a.m. - 4:00 p.m.  
(Closed holidays and Fridays during the summer)

Please inform the front desk you need to register as a volunteer and provide your driver's license.

The following information is ***required*** to complete your profile:

- Driver's License or ID card
- Social Security Number
- A photo will be taken and uploaded into your profile

### **STEP 2**

Once you have completed your profile, you will receive instructions to schedule an appointment with a local ***LIVESCAN service provider***. You will receive a ***Livescan request form*** which you must take to your fingerprint screening appointment. In accordance with section 408.809(3), Florida Statutes, all level II screenings must be submitted electronically.

### **STEP 3**

Your electronic fingerprints and profile will be reviewed by the Office of Safety and Security for approval. Clearance results should be received in 5-7 days and entered into your district level I volunteer application for district and school staff to view. You will only be contacted if there are any questions.

Thank you for volunteering with the School District of Manatee County.

If you have any questions regarding the volunteer process at the School District of Manatee County, contact Deborah Perry-Gambino at [gambinod@manateeschools.net](mailto:gambinod@manateeschools.net).