



Thank you for your service with the [Honey W. Nashman Center for Civic Engagement and Public Service](#) and [DC Public Schools](#). Serving our communities displays an invaluable commitment to bettering our communities and the steps indicated below will allow you to conduct yourself in accordance with DCPS policy, DC law, and the standards of the communities you will be serving. As volunteers and participants through George Washington University and the Nashman Center, you represent GW at all times and are expected to abide by the GW student code of conduct in addition to any further expectations laid out by the Nashman Center or your community partner.

DCPS policy dictates that all current and prospective [DCPS](#) volunteers must complete a criminal background check before providing services to any DCPS student, school, or office.

Current DCPS policy due to COVID 19 Pandemic requires that all volunteers complete the fingerprinting (criminal background check) process before providing services. While the [DCPS](#) Clearance Office remains closed for the foreseeable future, DCPS has partnered with [FieldPrint](#) to offer remote fingerprinting services.

Brief Overview of Required Steps

Step 1: Tuberculosis Test

Step 2: Submit a DCPS Clearance Application and send TB test results to dcps.clearance@k12.dc.gov

Step 3: Fingerprinting and Criminal Background Check via [FieldPrint](#)

Step 4: Send confirmation of FieldPrint background check clearance to dcps.clearance@k12.dc.gov and your relevant supervisors (Community Partner Staff and either Nashman Center Staff or your course instructor).

Detailed Instructions for the DCPS Clearance Process

1. Get a Tuberculosis (TB) Skin Test

FieldPrint and DCPS accept local testing centers and clinics for TB test results:

- TB test results from your local clinic/testing center are permissible. For example, most CVS Minute Clinics provide TB skin tests.
- DCPS accepts skin and blood tests taken within the last one year, or chest x-rays taken within the last five years.
- For locating your nearest TB testing clinic, we encourage you to search 'TB tests near me' in either your search engine browser, or map application for referral to your nearest clinic.
- Many clinics accept walk-in TB testing, but we encourage all candidates to call their targeted clinic, prior to their walk-in to ensure the center is still operational. The test is a simple procedure, and takes approximately one minute with a simple follow up two-three days later at the same clinic.
- Students are responsible for any charges related to their TB test, although most health insurances cover a basic TB skin test for little to no cost.
- If you are one of the few GW students living on campus this fall semester and need support getting your TB test, please contact gwserves@gwu.edu for more information.

2. Submit a DCPS Clearance Application and send TB test results to dcps.clearance@k12.dc.gov

After you obtain your TB test results, DCPS Clearance requires you to submit your TB test results AND an application for clearance:

- Clearance applications may be found [here](#).
 - Under Application Type, select 'volunteer'
 - Under 'School Partner/Name,' if you are working with a nonprofit partner and not a specific school, select 'After School Program.'
 - Under "Name of Community Based Organization/Program placing you in a DC public school" put the community partner you are serving with through your Nashman Center program or course.
 - Under "Point of Contact" please put the nonprofit contact who can confirm your placement.
- Upon submission, you will be contacted by the DCPS Clearance to indicate next steps.
- These steps will provide FieldPrint with the authorization to investigate any past or ongoing judicial processing, which may disqualify your candidacy should the findings indicate you are unfit to volunteer with DCPS, or their affiliated partnerships.

DCPS Clearance should contact you within **1-3** days with their receipt of your application and provide you with a link and paycode to use for your FieldPrint appointment.

3. Set up FieldPrint fingerprint appointment with DCPS pay code.

FieldPrint has thousands of locations across the United States, including dozens in the DC region, and is able to offer efficient fingerprinting services while meeting all Centers for Disease Control and Prevention (CDC) safety guidelines.

To be clear, **you** must set up your own FieldPrint appointment, meant out of convenience and respect for your time. DCPS will provide you with a pay code.

- You will be sent a link to submit your FieldPrint application and appointment, which will allow you to select the nearest FieldPrint location - please submit your application under the status of **Volunteer**.
- FieldPrint uses a centralized criminal background check database, so the location you select will not impact how your criminal history check is administered.
- These locations may be your local USPS service building, or UPS service buildings. You will receive a confirmation email from FieldPrint customer services with the receipt of your application.
- Please bring **two forms of identification** to your appointment and arrive at your scheduled appointment on time - at least **one** form must be government issued.
- This process is brief, and after providing indication of your FieldPrint appointment with the location member, they will walk you through the process.

4. Send confirmation of FieldPrint background check clearance to dcps.clearance@k12.dc.gov and your relevant supervisors (Community Partner Staff and either Nashman Center Staff or your course instructor).

Once the background check is complete, a clearance letter will be sent to the email address you indicated on your FieldPrint application. **Please forward *this message* to dcps.clearance@k12.dc.gov**

After receiving confirmation from FieldPrint of your authorization, you will be eligible to begin volunteering for the DCPS system. Please confirm the results of your FieldPrint application and TB test results with your applicant supervisor, and the DCPS Clearance team. Your paperwork will be put on file and active for exactly two years after its official authorization. DCPS clearance extends for two years, beginning on the date you obtain clearance.

Again, the Nashman Center and DCPS would like to extend its sincerest gratitude for your willingness to serve. Your contribution will have a positive impact on the communities you serve during this difficult period in our district.

General questions about the DCPS Clearance Process may be directed to HR Answers at dcps.clearance@dc.gov or (202) 442-4090. For Nashman Center specific questions please reach to your program coordinator or gwserves@gwu.edu.