

CHARTER SCHOOL FIELDPRINT CODE INSTRUCTIONS

For new applicants only*

Please place one applicable Fieldprint Code clearly on the Charter Authorization Form (PBSD 2177).

Fieldprint Code	Employee group	Fee
FPCHTINSP	Teachers, Substitutes, Paraprofessionals, Contracted Instructional Staff (SLP, OT, PT).	\$99.00
FPCHTNONP	Non-Instructional staff	\$99.00
FPCHTVENNDP	No Direct Student Contact Vendors and Board Members (Non-Instr)	\$87.42
FPCHTVENSCP	Direct Student Contact Vendors and Board Members (Non-Instr)	

- Please ensure the correct applicable fieldprint code, school ID, and school name are clearly listed on the Charter Authorization Form (PBSD 2177). The applicant will need these items when making an appointment.
- If the applicant is printed with an incorrect code, they will have to be fingerprinted again with a fee. No refunds will be given.

*Currently active employees who are transferring from another school do not need a fieldprint code or to be re-printed unless they are going from non-instructional to a teacher. For current employees who are transferring to your school, please write 'Transfer' in the 'Date Fingerprinted' box for Step 2 on the Charter Authorization Form (PBSD 2177). A completed Charter Authorization Form (PBSD 2177) packet is still required for these employees.