

Security Clearance for Adult M-A Volunteers

Written up 11/12/06, last updated 11/11/08

M-A Contact Person:

Lorry Orcutt, I.V.P. Secretary, 322-5311, x 5113

1. Paperwork with Lorry Orcutt

Call Lorry ahead of time to make sure she'll be at her desk (322-5311, x5113).

- Bring two IDs such as driver's license and social security card or passport
- You will need to complete a Volunteer form (available on the team internal website). The completed form, with copies of IDs, can be mailed to:

ATTN: Lorry Orcutt
Menlo-Atherton High School
555 Middlefield Rd
Atherton, CA 94027

2. Call Sandy Asher at the Sequoia District Office to make an appointment for both the District paperwork and the fingerprint scans (steps 3a & 3b).

She will prepare more paperwork and make both a District office and a fingerprinting appointment for you. She sets up the appointments to allow time for coming to the District office and then driving to the County Office, all in one trip.

Sandy Asher's telephone: +1 (650) 369-1411, x2311

3. Go to Redwood City on the day of your appointment.

a. Visit Sandy Asher at the Sequoia District Office to do the District paperwork.

Bring a picture ID and know your social security number.

Sequoia Union High School District
480 James Ave
Redwood City, CA 94062
Telephone: +1 (650) 369-1411, x2311
Facsimile: +1 (650) 306-8870

b. Visit County Office of Education to actually get fingerprint scans done

After you've picked up and filled out the District paperwork, bring it with you to your fingerprint scan appointment (Sandy can give you directions). Sequoia District pays for the scan; it may take awhile--up to several months--for clearance from Dept. of Justice to come back.

101 Twin Dolphin
Redwood City, CA 94065-1064
Phone 650/802-5300
Fax 650/802-5564