

# Loomis Union School District

3290 Humphrey Road, Loomis, CA 95650 (916) 652-1800

[www.loomis-usd.k12.ca.us](http://www.loomis-usd.k12.ca.us)

Building Excellence in Education since 1856

Paul Johnson, Superintendent

Dear Volunteer,

## Live Scan Procedures

All volunteers are required to pay for the cost of the Live Scan clearance report. Please make checks payable to Loomis Union School District (LUSD) in the amount of \$32.00. Applicants will also be charged a fee of \$10.00-\$14.00 at the Live Scan agency.

**Live Scan Form:** Please take the completed form to the Live Scan agency of your choice. You must also provide identification at that time.

**Live Scan Agencies:** Please choose an agency from the attached list and be prepared to pay a print fee of \$10.00 - \$14.00.

Once fingerprinted, please return a copy of the completed Live Scan form to the District Office along with your payment of \$32.00. Please make checks payable to LUSD.

Please don't hesitate to contact us if you have any questions on this process.

Sincerely,

Rhonda Clephane  
Personnel Services

Voice: (916) 652-1811 Ext 118

Fax: (916) 652-1809

Email: [rlephane@loomis-usd.k12.ca.us](mailto:rlephane@loomis-usd.k12.ca.us)