



# Windham School District

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*19 Haverhill Road  
Windham, NH 03087  
School Administrative Unit 95  
Phone (603) 845-1550  
Fax (603) 845-1551*

## **VOLUNTEERS/STUDENT TEACHERS/INTERNS and VOLUNTEER COACHES CRIMINAL BACKGROUND CHECK and FINGERPRINTING INFORMATION**

Thank you for your interest in becoming a volunteer, student teacher, intern, or volunteer coach with us. Background and fingerprint checks are required before you can start in the district. These instructions will assist you in completing your background and fingerprint checks. You are not allowed to volunteer, student teach, intern or volunteer coach until the SAU has received your results and has contacted you with the approval to start. It is necessary to have a background check and fingerprinting done for our district. We do not accept background checks run through other school districts, employers, or organizations.

If prints are not readable and are rejected twice, you will need to provide a good-standing letter from the Police Dept. of the town you reside in. You must have lived in that town for five years. If less than five years, you will need a letter from both your previous town and current town of residency.

### **There are two options to have your appointment scheduled.**

1. Go to NH State police website, <https://www.nhsp.dos.nh.gov/> where you can immediately schedule your appointment based on your personal availability.
2. Set up a Calendly invite with HR. They will then coordinate with you the best day and time for your appointment.

**Please note:** The background check and fingerprinting cost is \$21.25.

If choosing the first option mentioned above, you will need a credit card to book your appointment. You will be reimbursed for the cost once you have completed your fingerprinting appointment. Your paid receipt should be mailed, scanned via email to [HR@windhamsd.org](mailto:HR@windhamsd.org), or brought to the SAU within 60 days of your fingerprinting appointment to be reimbursed. Your check will be mailed to you at

the address you provided on your volunteer information form. Checks are only issued to the volunteer listed on the receipt.

If choosing option 2, the cost of the fingerprinting will be paid upfront by the district when setting up the appointment, and the HR department will gladly assist you.

**When choosing option 1, complete the follow steps:**

- Go to the NH State Police website at <https://www.nhsp.dos.nh.gov/>
- Scroll down to Quick Links
- Choose Schedule Fingerprint Appointment
- The next screen will allow you to ***schedule a new appointment*** or, if necessary, cancel or reschedule a current appointment.
- Read through the agreements and policies, check at the bottom of the page that you accept the terms.
- Select and confirm the Type of Agency and Agency

→ Select agency type where results will be further defined from in the first drop down (i.e. Educational-Employee, Board of Nursing, etc..).

→ To further define agency receiving results, Select agency from the second drop down box (when applicable).

Select Type Of Agency \* Educational - Volunteer

Select Agency \* WINDHAM SAU OFFICE

Back Next

**Select Type of Agency – Educational Volunteer**  
**Select Agency – Windham SAU**

Complete the registration, select your appointment day/time, and receive a confirmation email. On the schedule, an appointment page, choose a date and click search. If no availability, and you must choose another date or location, be sure to re-click search each time. There are multiple fingerprinting sites throughout the state.

Note: at busier times of the year, available appointment times may be weeks out. Additionally, we always encourage those who book in the future to continue to check the websites as appointments get canceled, and you may get an earlier date.

**When choosing option 2, complete the follow steps:**



- Go to [Calendly](#) and find a date and time on the HR calendar that works best for you.
- Be sure to enter your name, email, and phone number so we may contact you.
- On your scheduled day, it's important to be available for your call from HR otherwise, you will have to go back to Calendly to book another appointment.
- If you need to cancel or change your appointment, follow the first two steps above, and HR will change it based on your next available date and time.



**Diane Sawlan**

Welcome to my scheduling page. Please follow the instructions to add an event to my calendar.

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 **30 Minute Meeting** 

Select a Date & Time

Wednesday, February 14

< February 2024 >

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9:00am

9:30am

10:00am

10:30am

11:00am

11:30am

## Enter Details

Name \*

Email \*

Add Guests

Please share anything that will help prepare for our meeting.

Enter Phone # here.

By proceeding, you confirm that you have read and agree to [Calendly's Terms of Use](#) and [Privacy Notice](#).

Schedule Event

Disclaimer: Any background check that is returned with findings will be reviewed, rejected, or approved by the Superintendent of Schools. Findings do not automatically create a rejection.