



310 E. 18<sup>th</sup> Street  
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April 30, 2009

Dear JISD Employee:

The official fingerprinting process for certified employees and substitute teachers to be in compliance with Senate Bill 9 will begin this summer in Joshua ISD. A certified employee includes ANY employee of the district who holds an active or inactive certificate or an active permit issued by the State Board for Educator Certification (SBEC) regardless of the role in which they are serving. All employees who hold a credential issued by SBEC or the Texas Education Agency (TEA) who have not been previously printed through SBEC will be subject to this requirement.

Between the dates of July 16-17, 2009, each employee designated by SBEC/TEA to be fingerprinted (not card & ink method) will receive an email from "Itsbatch" that will have "AutoEmail: SB9 Fingerprinting Information..." in the subject line. This email will give instructions on how to obtain your Fast Fingerprint Pass. This Fast Fingerprint Pass must be accessed at least 24 hours in advance of your scheduled fingerprinting appointment and will be emailed to you once you have logged on to SBEC Online and followed the steps indicated in your notification email. Each educator must log on to SBEC Online and access his/her own Fast Fingerprint Pass.

If you do not currently have an account with SBEC Online, it is advisable that you set one up prior to receiving your notification email. Information on setting up your account can be found on the Employment website at [www.joshuaisd.org](http://www.joshuaisd.org).

Currently employed certified employees who were employed full time during the 2006-2007 school year, will have their fingerprint fees paid by the State. All other individuals (certified employees who were not employed during the 2006-2007 school year and have not been previously fingerprinted, card & ink method will not suffice) will be responsible for paying the fingerprint fees totaling **\$52.20**.

**It is critical that your first and last name on your certificate match the name on your current state (valid and active) driver's license or state issued ID card. You may request a name change from the SBEC home page ([www.sbec.state.tx.us](http://www.sbec.state.tx.us)). This change must occur prior to accessing your Fast Fingerprint Pass. If you have difficulty with this, please contact the HR Department at Central Office.**

If fingerprinting results are not received for a certified employee within the allotted 80-day timeline established by TEA, the employee's certificate status will change to INACTIVE. **An inactive status means the certified educator CAN NOT work in any role that requires certification nor will they be allowed to work as a substitute teacher.**

Sincerely,

Ray Dane  
Superintendent