

OUR LADY 
QUEEN OF ANGELS
CATHOLIC SCHOOL

August, 2018

Dear Parents,

The Diocese of Orange requires *all volunteers* at our school to be fingerprinted and have safe environment training **PRIOR** to working with our students. This is a two step process. First, fingerprinting will be available at our school on **August 23rd from 9:00AM to 12:00PM**. Please contact Gina Jensen (gjensen@olqa.org) at our school office (949)644-1166 to set up an appointment for that day. Applicants need to bring either their Driver's License and Social Security Card, **OR** their Passport and Social Security Card. Also, please bring \$49 cash or a credit card to the fingerprinting appointment.

Secondly, volunteers need to log on to <https://orange.cmgconnect.org/> and select 'Safe Environment Training' and the *Safe Haven* category to complete their safety training. Please print a copy of the Certificate of Completion and submit it to Gina Jensen at the school office. Once your fingerprinting has cleared, and we have received your Certificate of Completion, you will be entered into the Volunteer Tracker database. When you arrive on campus to volunteer you are to log on to our Tracker computer, which is located in the front office, to receive your nametag which must be worn at all times while on campus.

The online safety training needs to be repeated once every 3 years. Fingerprinting through the Diocese of Orange is done only 1 time.

If you have any concerns or questions about our safe environment here at Our Lady Queen of Angels Catholic School, please email me at lsmerio@OLQA.org.

Have a happy and safe summer!

God bless you,
Mrs. Ismerio
Assistant Principal