

Texas Education Agency

FINGERPRINTING PROCESS FOR
SCHOOL DISTRICTS AND CHARTER SCHOOLS

Version 1.2

January 2, 2020

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January 2, 2020 - This document replaces prior versions of the TEA fingerprinting training documents.



-
- x Non-Certified (Employee) - Refers to any district or charter school employee, who is working in a role that does not require an SBEC issued certificate, AND who does not hold an active or inactive certificate issued by SBEC.
 - x Pre-enrolled t

x Fingerprinting Help Desk <https://txeduagency.zendesk.com/hc/en-us/categories/115001620168-Fingerprinting->

DISTRICT / CHARTER FINGERPRINTING UPLOAD

Creating the upload file t

x

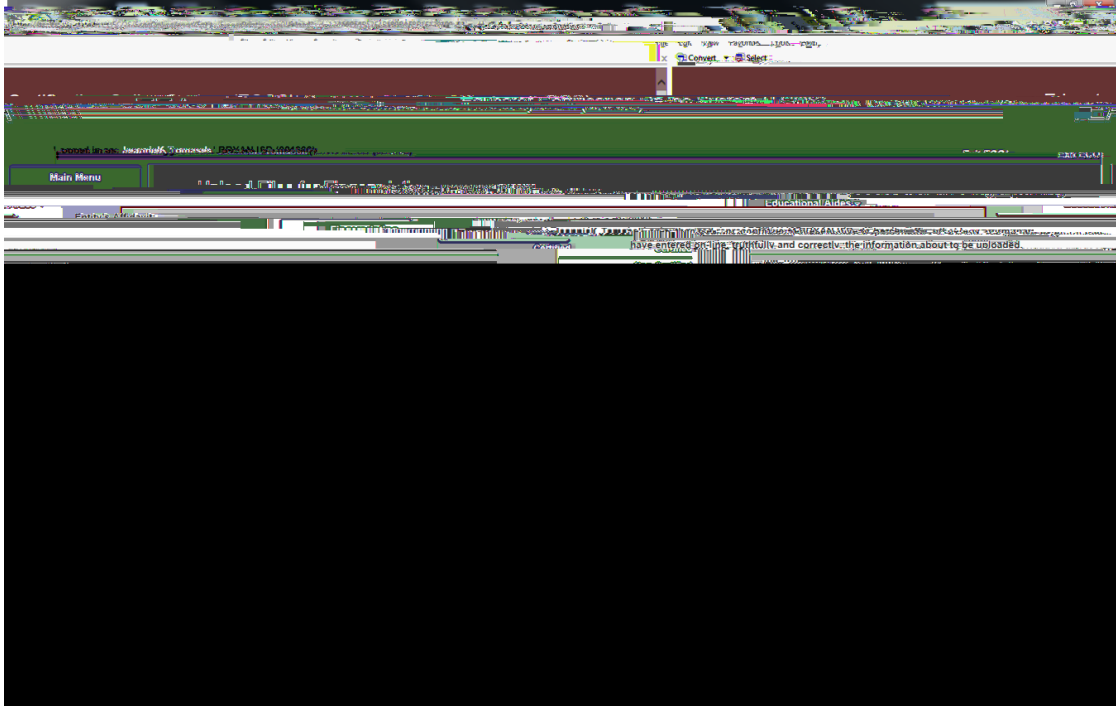
x Follow the file layout format below when entering information on the spreadsheet:

o Column A - Upload Type (C, CR, NC, or S)

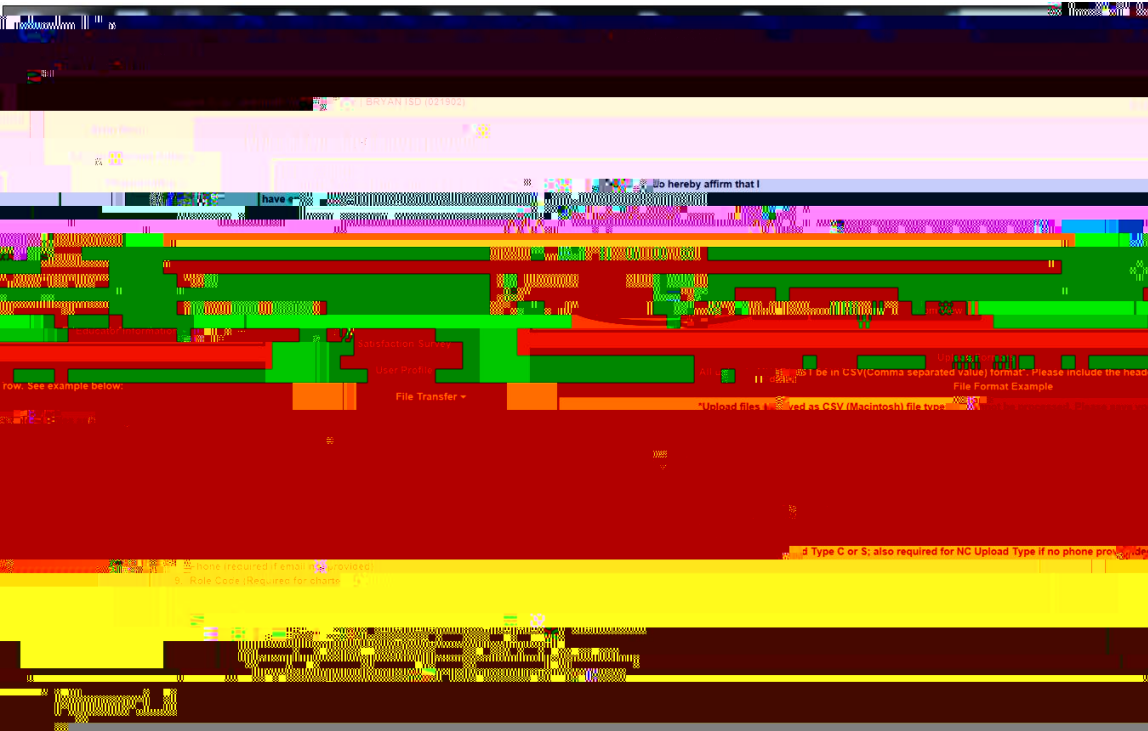
¾ C Certified (district only)

¾ CR





- x The file has been successfully uploaded when the progress bar is completely blue and a check mark shows under that Status column. (See Figure 3)



FP Status Legend:

Pre-Enrolled t An individual is pre-enrolled with the fingerprinting vendor and should schedule an appointment to be fingerprinted.

FP Needed t A certified educator must submit fingerprinting payment in ECOS to initiate pre-enrollment and then schedule an appointment to be fingerprinted. A non-certified employee has been pre-enrolled and should schedule an appointment to be fingerprinted.

FP Complete t An individual has completed the fingerprint process.

Contact TEA t Contact the TEA Fingerprinting Unit at 512-936-8400, Option 3 for assistance.

x /v]À] μ o• Á]šZ šZ- vE\$pe }{ ZW & W E [CE CE < μ]CE š }
before beginning work.

Update to Fingerprint Upload Results Page (See Figure 2:1)

x Effective December 2019, the Fingerprint Upload Results page includes the following information:

Certificate Sanction Status t Indicates if an educator is under investigation or has an active sanction X ^ Z/vÀ •š]P š]}v• }(CE š](sary for upload)CE •[]v šZ ' information. If a sanction is not present, the Certification Sanction Status result will be blank.

Registry Status t Indicates if an individual is under investigation or has been found not eligible for employment in a Texas p(-)3 11w2 792 re9 (t)5 ech

Scheduling For Certified Individuals

- x For certified individuals, payment must be made in ECOS to initiate pre-enrollment with MorphoTrust. After the upload process, each certified individual will receive an email from TEA advising of the process to make payment. (

Receipt of Information required to schedule a fingerprinting appointment

- x The MorphoTrust scheduling emails are sent from address nobody@uenroll.identogo.com.
In the event an individual78 TdMdivinđ0 612em/Topail, (d)-4-4 ()-3 (s 0 612-7 (e -4 (s)1h0 612e78 Tdmay



