Instructions for Background Check:
Pajaro Valley Unified School District (PVUSD)

1. Download the Pajaro Valley Unified School District Volunteer Service Request Form.

2. Fill out the entire form to best of your knowledge*. After completing the form check to make sure it is signed and dated.

   • For the SITE/DEPT. section input one of the following options (based on your internship placement):
     WATSONVILLE HIGH SCHOOL
     APTOS HIGH SCHOOL
     PAJARO VALLEY HIGH SCHOOL

3. Submit form to Cal Teach via:

   **Hand deliver:**
   Cal Teach Drop Box JEBB 157B
   Fax:
   (831) 459-2979

4. As soon as the day after you turn in the forms to Cal Teach you may go to the district office to get your livescan fingerprinting. Be sure to take a copy of your negative TB results and a photo ID. Also, be sure to call in advance to guarantee that someone will be available to do fingerprinting. Here is the address and hours of fingerprinting.

   **Pajaro Valley Unified School District**
   294 Green Valley Rd.
   Watsonville, CA 95076
   **Phone:** (831) 786-2145
   **Fax:** (831) 761-6018
   **Website:** www.pvusd.net

   **Hours of Fingerprinting:**
   **Monday:** 8:30 am - 11:30 am
   **Tuesday:** 8:30 am - 11:30 am
   **Wednesday:** 1:00 pm - 4:00 pm
   **Thursday:** 1:00 pm - 4:00 pm

5. Once your background check has cleared Cal Teach will notify you.

*If you have a felony conviction, this process will alert Cal Teach to that fact. In many cases, this will not prevent you from working in the schools; however, it is helpful to the program to know about your conviction in advance. Check in with Gretchen if you have any questions.