

Good morning JXC Families,

We hope you are having a wonderful week. We are reaching out with an important update for any parent or guardian who wishes to chaperone future field trips or serve as a school volunteer with Jacksonville Classical Academy.

As a result of Duval County School Board Policy 9.63, all Florida schools are now required to complete a Level II Background Check for all chaperones and volunteers. Chaperones who do not have a level 2 background check completed WILL NOT be allowed to attend field trips as a chaperone beginning January 1, 2026.

Below you'll find clear, step-by-step instructions to ensure you are approved and ready to participate in any upcoming spring field trips.

### **Level II Background Check Requirements:**

All Level II Volunteers/Chaperones must complete the following screening, which includes:

- Fingerprint-based background check
- Review of felonies and other criminal offenses
- National sexual offender registry check

### **On-Campus Fingerprinting Dates**

We have arranged convenient on-site fingerprinting opportunities with LiveScan:

#### **Riverside Campus**

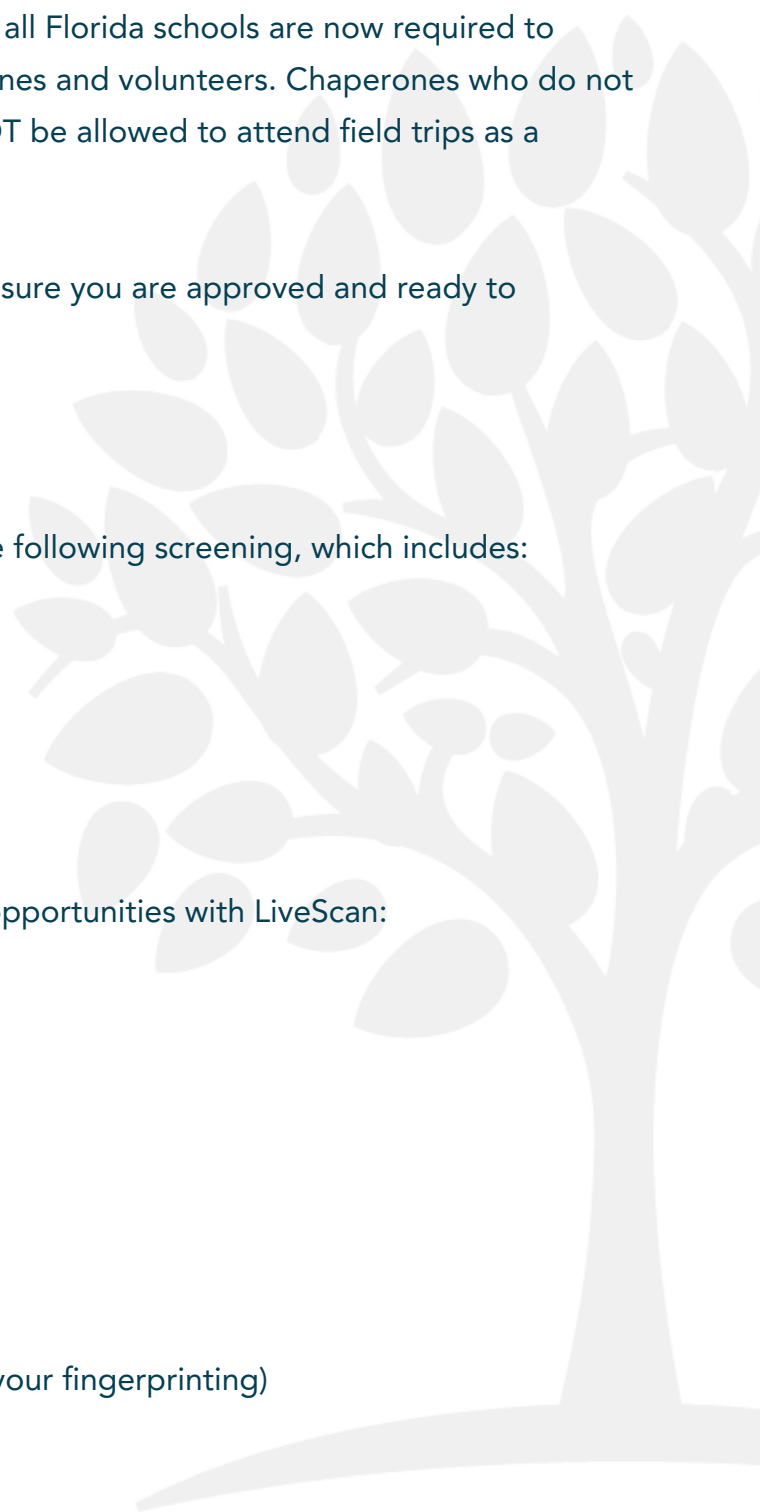
- Tuesday, December 9th
- 9:00 AM – 2:00 PM

#### **Fort Caroline Campus**

- Wednesday, December 10th
- 9:00 AM – 2:00 PM

Cost: \$92.50 (paid directly to LiveScan on the day of your fingerprinting)

Level 2 Background checks are good for FIVE years.



## Step-by-Step Instructions

### 1. Review the Level II Requirements

Please carefully read the requirements listed above to ensure you understand the screening process.

### 2. Choose Your Fingerprinting Date

Decide whether you will attend the Riverside or Fort Caroline fingerprinting event.

### 3. Complete the Attached Form

Fill out the required volunteer/chaperone [INFORMATION FORM](#).

### 4. Submit Your Form

If you are attending the fingerprinting on campus, email or turn in your completed form to Caitlyn Nemeth, [cnemeth@jacksonvilleclassical.org](mailto:cnemeth@jacksonvilleclassical.org) no later than Friday, December 5th.

### 5. Attend Your Fingerprinting Appointment

Arrive during the designated hours at your selected campus. Please bring:

- Valid photo ID
- \$92.50 payment for LiveScan

### 6. If You Cannot Attend Either Date

You must schedule your own appointment with a certified LiveScan provider to complete the Level II background check. You can find a list of LiveScan service providers [HERE](#). Please ensure you do this promptly if you plan to chaperone any spring field trips.

We truly appreciate your cooperation and understanding as we implement these updated state-wide safety measures. Thank you for partnering with us to provide the safest possible environment for all of our students.

If you have any questions, please feel free to reach out to Caitlyn Nemeth, Business Manager.

Sincerely,

Jacksonville Classical Administration

