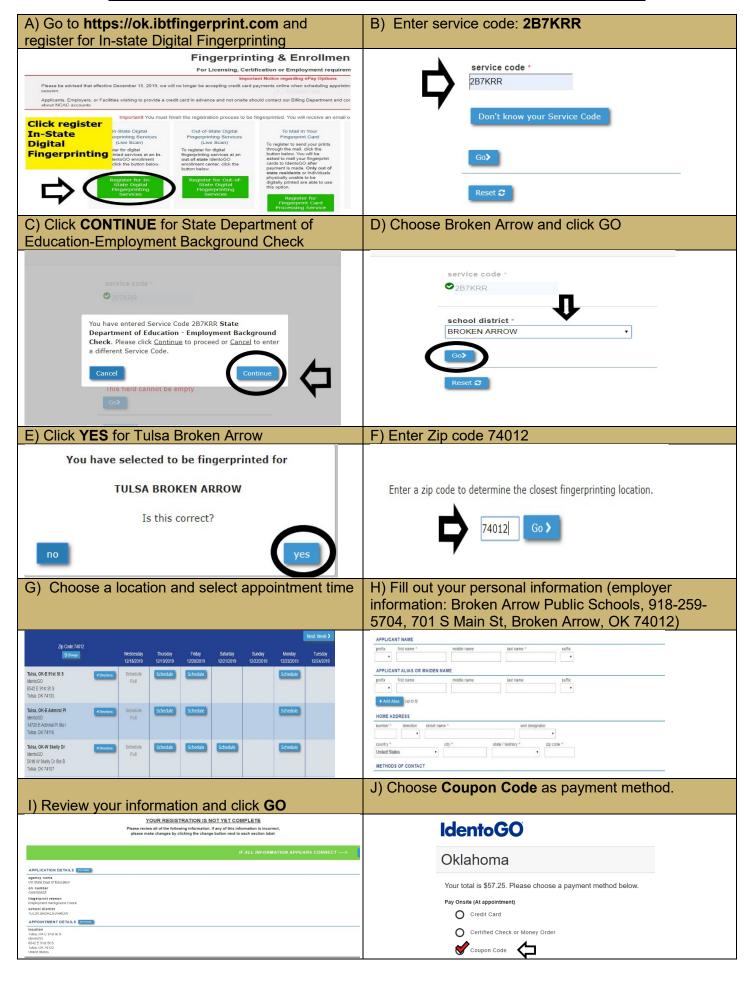
## Instructions to Schedule Fingerprinting Appointment



## Points to Remember

- > Bring your unique alphanumeric coupon code to your fingerprinting appointment. The fingerprint technician will ask for this code and apply it as payment.
- ➤ Bring fingerprint receipt provided to you to New Employee Orientation or you may email a picture of the receipt to <a href="mailto:lbeach@baschools.org">lbeach@baschools.org</a> prior to your new hire meeting.



- ➤ Broken Arrow Public Schools will only cover the cost of fingerprinting processing as long as you follow the instructions outlined.
- > Should you select another form of payment other than Coupon Code, the District will not be able to cover the cost, nor will you be reimbursed any out of pocket expenses.
- ➤ If you have any questions, do not hesitate to call HR at 918-259-5740.