

## **ATTENTION Parents and Guardians!!!!!!**

Your child as well as Oxon Hill High is in need of your help. Dr. Cadet would like to have 8-10 volunteers to monitor the cafeteria and hallways. Your help will ensure a safe and happy lunch period, as well as assist in keeping the hallways safe. If you can volunteer your time to the above effort, please follow the below directions:

1. Go to <http://www.pgcps.org/~wmill/Fingerprinting.pdf>
2. Complete the form
3. Have the principal sign the form and then take original signed copy to the fingerprinting office in the Sasscer Building in Upper Marlboro.

Maryland State Law requires state and federal fingerprinting for all volunteers. To comply with this requirement, you must go to the address listed below:

14201 School Lane, Room #131  
Upper Marlboro, MD 20772  
301-952-6775

**NOTE: Office Hours are Monday through Friday, 8AM until 3:45PM**

**Volunteers** who qualify may elect to do a commercial background check in place of the fingerprinting as per [Administrative Procedure 4215 Section G](http://www.pgcps.org/~procedur/4000/4215.pdf) (<http://www.pgcps.org/~procedur/4000/4215.pdf>). Chaperones for day and overnight trips are only required to undergo the background check. **Costs of these Services are:**

- **Fingerprinting (\$63.82)**
- **Commercial Background Check (\$7.00)**

Acceptable forms of payment include cash, Visa, MasterCard and money orders. Personal checks are not accepted. Valid photo identification is required to go through any part of these processes. A copy of your paperwork confirmations is needed by the School and for your records.

**Oxon Hill is on the move. Please, if possible, find the time to make Oxon Hill High a school of EXCELLENCE in every area!!!!**