



Need to Renew Your Teaching License this Year?

Beat the Rush: Complete Fingerprint and Background Check Prior to January 2011.

The Utah State Office of Education (USOE) has allowed teachers to fingerprint during the current school year for license renewals. This is significant because it allows more time for the fingerprint Process prior to relicensure. **It is the employee responsibility to keep their license current.** The USOE notifies teachers of expiring licenses. The Jordan School District will also notify teachers. **Teachers who allow their license to expire will not be allowed to teach the following contract year.** They may re-apply to the District for available positions.

The notification from the District will state:

"You are encouraged to begin the license renewal process IMMEDIATELY by going to the USOE website www.ut.gov/teachers for an Authorization Form to have your fingerprints taken for your Utah Educator License. The Jordan School District, Human Resource Department is a LiveScan site and is available Monday through Friday, from 7:30 a.m. to 4:00 p.m., to complete the LiveScan Fingerprint process in order to run an electronic background check. You may report to the Human Resource Department to complete this process before or after contract hours, on parent/teacher compensation days, and/or during the Holiday break (December 28-30, 2010) when the District office is open."