

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

BULLETIN NO. 34
August 23, 1995

**SUBJECT: CITIZENSHIP PREPARATION PROGRAM FINGERPRINTING AND PHOTOGRAPHY
STUDENT GUIDELINES**

- I. Purpose
- II. Background
- III. Division Guidelines and Fee Collection
- IV. Responsibilities of Schools
- V. Role of Central Office

I. PURPOSE

The purpose of this bulletin is to acquaint personnel with the general procedures in implementing fingerprinting and photographic services as part of the Citizenship Preparation Program.

II. BACKGROUND

The Division of Adult and Career Education (DACE) has been offering a comprehensive citizenship preparation program to adult students since January 1994. An important segment of this program has been to provide, at no cost to students, fingerprinting and photographic services, as part of its instructional program pertaining to the completion of the N-400 (INS Application for Naturalization).

The Division is under no obligation to offer these services and has incurred costs in administering these services not totally reimbursed by state or federal sources of revenue. This service is voluntary for students and they are NOT required to participate at DACE school/center sites. Students may choose to obtain these services at other public institutions, community-based organizations or private agencies.

III. DIVISION GUIDELINES

Effective September 1, 1995, students will be required to attend Citizenship classes for at least 12 hours of instruction in order to obtain fingerprinting and photographic services.

A. General Guidelines

- 1. The time set aside to provide these services may be scheduled during the student's class attendance time.
- 2. These services, as an activity, may generate ADA for the DACE, and attendance data is necessary.
- 3. Students are to be made aware of the free services and the fact that their participation is voluntary.
- 4. Any student whose fingerprint cards and/or photographs are returned as unacceptable by the Department of Justice are entitled to a repeat of services.

IV. RESPONSIBILITIES OF SCHOOLS

- A. Publicize the service to students enrolled in the Citizenship program.
- B. Schedule the service on a regular basis, at a time and location convenient for most students.
- C. Citizenship Centers shall provide the necessary trained personnel to administer the service effectively.
- D. Provide personnel with necessary and sufficient quantity of supplies in order to administer the service
- E. Non-Citizenship Center schools are to call the Adult ESL/Citizenship Office at Third Street Annex to arrange for a crew that will provide the service at designated sites.

V. ROLE OF CENTRAL OFFICE

The Citizenship Preparation Program office will:

- A. Provide ongoing assistance and training to school staff on all aspects of providing effective and skilled fingerprinting and photographic services.
- B. Provide the necessary staff to administer the service to non-Citizenship Center schools.
- C. Provide schools with all the related, necessary forms and identify suggested specialized commercial vendors.

For assistance, please call Domingo A. Rodriguez, Coordinator or Elsa R. Zamora, Teacher Advisor, Adult ESL and Citizenship Programs, at (213) 625-6651

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