



THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

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TIMOTHY A. SMTH Ed.D., SUPERINTENDENT

Escambia County School District MENTOR

To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit <https://www.fieldprintflorida.com>
 2. Select "Schedule an Appointment"
 3. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue".
 4. Enter the Fieldprint Code: **FPECSDMENTOR**
 5. Enter the required contact and demographic information and schedule a fingerprint appointment at the location of your choosing.
 6. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
 7. If you have any questions or problems, you may contact our customer service team at 877-614-4364 or customerservice@fieldprint.com.
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- ✓ **Your badge will be sent to the Community Involvement Office to be processed. Please DISREGARD any notification which might instruct you to pick up your own badge. Our office will pick it up for you and we will deliver it to the school where you will be mentoring.**
 - ✓ **Your badge will be sent to the school where you are assigned.**
 - ✓ **The school's Mentor Coordinator will contact you and will work with you to schedule the day and time when you are to begin mentoring your student.**
 - ✓ **Your badge is property of the school district, but we ask you to keep your badge with you as long as you are an active mentor.**