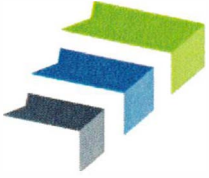


# ESCAMBIA COUNTY PUBLIC SCHOOLS

KEITH LEONARD, SUPERINTENDENT

<https://ecsd-fl.schoolloop.com>



Department of Alternative Education

J. E. Hall Educational Center

30 E. Texar Drive, Room 143

Pensacola, Florida 32503, Phone: (850) 430-7437

Kerri L. Coots, Director

## Escambia County Public Schools Charter School

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: **FPECSDCARTER**
5. Enter the contact and demographic information required by the FBI 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](mailto:customerservice@fieldprint.com).

✓ **You will be notified via email when you have, cleared, or if there is any additional information that is needed.**

✓ **The ID badge will be issued once the background has cleared, individuals will pick up their badge from the Human Resources office, located at 75 N. Pace Blvd., Pensacola FL 32505, prior to reporting to any school.**

✓ **Charter School - \$79.25 (District does not cover fee)**

✓ **If you have any questions on Fingerprinting or Background Screening information please contact Human Resources:**

**ECSD Employee Applicants contact: 850.429.2914**

**Contractors/Vendors contact: 850.430.7689**

Affirmative action/equal opportunity employer