

**INITIAL SUBMISSION OF IMMUNIZATIONS AND BACKGROUND CHECKS  
CHECKLIST**

**Summer 2011 – Accelerated Students  
Background checks compliance date: JULY 1, 2011  
Immunizations compliance date: July 15, 2011**

<b>ITEM</b>	<b>Date to Start</b>	<b>DATE TO COMPLETE BY</b>	<b>DATE COMPLETED</b>
Order Immunization and Background Check Packages	Now!	May 9	

**Immunizations**

Have health care provider complete immunization form.	July 5	July 15	
Return completed immunization form and valid certification cards to American Data Bank and complete online entry.	July 5	July 15	

**FBI Fingerprinting**

Get fingerprinted.	Now!	May 17	
Have release form notarized.	Now!	May 17	
Send Fingerprints and Release Form to American Data Bank.	Now!	May 17	

**Child Abuse Clearance**

Complete and mail Childline form with money order.	Now!	May 17	
Return Childline clearance to American Data Bank and complete online entry.	Now!	June 30	

**Drug Screen**

Complete Drug Screen.	May 1	June 30	
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AMERICAN DATA BANK contact info

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