



FINGERPRINTING LOCATION

FOR ASCENSION PARISH SCHOOL BOARD EMPLOYEES  
**(FULL & PART TIME EMPLOYEES)**

Ascension Parish School Board Office  
1100 Webster Street  
Donaldsonville, LA 70346

**By Appointment Only**

**Appointment Times are available on Tuesdays & Thursdays during the school year**

To schedule an appointment, you must:

1. <https://booknow.appointment-plus.com/yp571b3g/>
2. **Once appointment is scheduled**, then report to the School Board Office in Donaldsonville at 1100 Webster Street for fingerprinting. You **MUST** have a valid photo ID (LA Driver's License, LA ID card, Military ID, or Passport), and \$15.00 for Full time employees, and \$35.00 for Part Time employees to cover the fingerprinting processing fees. **Fee should be paid in the form of Check, Money Order, or by Credit Card ONLY.**

If you cannot keep your appointment, please contact Mrs. Tiphonie Dumas at **225-391-7115** or by email @ [tiphonie.dumas@apsb.org](mailto:tiphonie.dumas@apsb.org) for further instructions.

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Appointment Date: \_\_\_\_\_

**OFFICE USE ONLY:  
HUMAN RESOURCES**