


## Garland Independent School District Music Enrichment Application Checklist 2023-2024

●	Get the application packet either from one of our campus directors or download at <a href="http://www.garlandisd.net">www.garlandisd.net</a>
●	Complete the Application for Enrollment form.
●	Submit the application to the GISD Fine Arts Office 870 W. Buckingham Rd. Garland, Texas 75040
<b>If you have not already been fingerprinted, you will need to follow the steps outlined below.</b>	
●	Print out the Texas Fingerprint Service Code Form and follow the directions.  IDentoGo Texas Fingerprint Service C
●	Follow the directions at the top of the page to schedule an appointment at one of the MorphoTrust sites. <b>Garland ISD DOES NOT</b> do fingerprinting.
●	After you have been fingerprinted, submit your completed application to the Fine Arts Department for processing. <b>Complete the box on the first page of the application that indicates you have been printed. Please DO NOT submit your application until you have completed the fingerprinting process.</b>
●	As soon as your application has been processed and your fingerprints verified, you will be contacted by our office to let you know that your name has been added to our roster and you are free to teach on our campuses.
●	Go to the Human Resources Department and have a photo id made. You will be required to wear this photo id at all times while on a GISD campus.
●	For questions regarding the fingerprinting process, please contact MorphoTrust at 888-467-2080 or GISD Fine Arts 972 487-4464.

**IMPORTANT INFORMATION:** If you teach for another school district and have already had your fingerprints recorded, you DO NOT need to go through the fingerprint process with GISD also. Simply check the box on the front of the application to indicate you have already been printed. Our Human Resources Department will be able to retrieve your prints based on the information provided on the application.