



Volunteer Clearance Procedure

First identify required volunteer clearance level:

Site Level Volunteer (A volunteer that can be cleared by site administration.)

If this volunteer will never be without staff supervision with the students at the school site at any point the school administrator can authorize the parent or community member to volunteer at their school site. The site secretary of the school would process the volunteer by having them complete a Volunteer Information Sheet and make a copy of their photo identification card to keep in a file in case of emergencies or any situation that requires the school administrator to view their file. Should the volunteer mark yes on the question in regards to if the volunteer has ever been convicted of a felony/misdemeanor they are not eligible to be cleared at the site and must be referred to Human Resources. This will require them to perform a district level clearance.

District Level Volunteer (A volunteer that must be cleared through Human Resources)

If the volunteer will be alone with the students without staff supervision, chaperone an overnight field trip / school event, or marked yes to the either of the questions about being convicted of a misdemeanor or felony then the volunteer must be processed by the Classified Personnel Technician at Human Resources.

In order to get the process started, the classified personnel technician will need an e-mail recommendation from a school administrator. In the e-mail, please state the full name of the volunteer and include the volunteer information sheet (completed) to expedite the process. Please inform the volunteer of the requirements and costs associated with the clearance process for becoming a District Level Volunteer.

Requirements:

- Live Scan - Fingerprinting with DOJ/FBI clearance level (paid by the volunteer)
- TB & Drug Screening at Inland Urgent Care (Voucher paid by the district)
- 90 minute Safety Training Orientation (Free)

Once the volunteer is cleared, the classified personnel technician will notify the school administrator and site secretary. Records of site level volunteer will be maintained at the school site, while district level volunteers will be maintained at Human Resources.

If the school administrator would like to terminate volunteer clearance at any point for school/student safety, please notify Human Resources immediately.

Any questions regarding volunteer clearance can be directed to: Juno Fernandez at ext. 80308