

School Volunteer Program Fact Sheet



Q. Where do I register to be a school volunteer?

A. Parents, Students, Employees, and Community members wishing to volunteer in schools should register on-line through the portals at www.dadeschools.net.

Q. How long does the registration process take?

A. If there are no pending issues, the school volunteer registration process can range from 3 to 5 days

Q. What is my volunteer ID number?

A. You are assigned a portal account username when you register for the M-DCPS portal. Your portal account username will serve as your volunteer ID number. A volunteer who has registered through the parent or community portal will have a parent portal account username (ex: P1234567) or a community portal account username (ex: C7654321), respectively.

Q. Can a parent that does not have access to a computer or an email address register to be a volunteer?

A. Yes, people who wish to volunteer but do not have an email address should complete and sign the school volunteer registration form: <http://community.dadeschools.net/!svp/FM-1764.pdf> then submit to your school's volunteer liaison. This process may take 1 to 5 days to complete.

Q. Can one e-mail account have more than one volunteer?

A. No, every individual must register separately.

Q. Can a registered volunteer change schools?

A. Yes, the volunteer can access their online account through the portal and edit or update all activities including selecting other schools, updating personal contact information, and adding or changing activities.

Q. I forgot my password or my portal account name what do I do?

A. You can reset your password at the login screen of the parent or community portal. You will need your account credentials ex: (p1234343 or C5612122) or the email address that was used when you registered.

Q. What shall I do if the School Volunteer Portal system is not working?

A. You should try one of the following:

1. Restart your computer and using your account credentials, log into the portal again.
2. Wait 2 to 12 hours for the system to update.
3. If you have tried the above and still cannot access the portal, contact the school's volunteer liaison. You will need your full name, the email address used for your account, portal account user name, your date of birth and a description of the issue you are having.

Q. How can I contact the school volunteer office about verification issues?

A. You can reach the school volunteer program at 305-995-2995, or 305-995-1439 or email us at schoolvolunteerprogram@dadeschools.net

School Volunteer Program Fact Sheet



Miami-Dade County Public Schools' Volunteer Program has two levels of volunteers:

- Level 1 (L1): The standard clearance level for volunteers, including all volunteers, except in the "high security" positions.
- Level 2 (L2): High security clearance level for positions where fingerprinting is required: ***Certified Volunteer**, overnight chaperone for fieldtrips, * **Listener/Oyente**, * **Mentor**, and Athletic or P.E. Assistant for all grade levels.

The * **Level 2** activities above involve trainings by affiliated agencies and are approved upon successful completion of all requirements.

Vendors

- School vendors and/or community/volunteer-based organizations with contracts or agreements with the District are not volunteers, and therefore, are not required to register.
- For information about approved vendors, please contact Jorge Rubio, Executive Director, Human Resources at 305-995-7196.

Guest Speaker(s):

- Individuals who enter school grounds for a one-time-only event or presentation do not need to register as a school volunteer.
- Schools should ensure, however, that speakers sign in and present a valid, government-issued ID with picture. Guests should be escorted to and from the classroom.

College Student(s):

- College students enrolled in education methodology classes or internships require fingerprinting in accordance with instructional staffing procedures. In essence, college education students are not required to be entered as school volunteers (L1 or L2).
- College education students should be asked to present a college ID to the school before participating, along with a letter or card that documents their background check clearance from their college.
- The ID card/letter must have the college logo, student's name, identification number and validation date.
- College students who are not education majors and wish to volunteer at your school should be entered as a school volunteer for a level clearance (L1 or L2) for the duty they wish to undertake. Further information on college students should be obtained by calling Ms. Sigilenda Miles, Executive Director, Office of Fingerprinting at 305-995-7472.

Chaperones for Field Trips:

- Volunteers should have Level 1 clearance for day field-trips, and Level 2 clearance, which requires fingerprinting, for overnight field-trips.
- **Note** - Grad Night, which does not involve overnight accommodations, is considered a Level 1 clearance activity.

Parent(s):

- Parents who are entering school grounds as part of their parenting duties (parent/teacher conferences, etc.) and not as a school volunteer should be greeted and welcomed as any parent should be greeted when entering school grounds.
- Please have parents sign-in as guests, request a picture ID as proof, and provide an ID tag or visitors pass. They may be escorted to their meeting place.
- Parents would not be registered as a school volunteer unless they are providing school volunteer services.

PTA/PTSA:

- Parents who wish to be a part of the PTA are not required to register as volunteer unless they will be participating in an activity that involves them interacting with students.

Employees:

- Current M-DCPS employees volunteering at a different work location should login and register through the employee portal.

Should you require additional information on School Volunteers, please contact the School Volunteer office at, 305-995-2995.