

www.dadeschools.net

Miami-Dade County Public Schools

Office of Community Engagement



M-DCPS Home

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School Volunteer Registration Process Español Kreyòl

New School Volunteers and Mentors

After registering and logging into one of the portals (Student, Parent, Employee, Community), follow these steps:

1. Click the **Apps/Services/Sites** tab at the top
2. Click on **Be a School Volunteer**
3. Fill out the personal information and click **Submit**
4. Choose your school(s) and activity(ies) in which you wish to volunteer and click **Submit** (A background check will be completed at this time).
5. A message will appear at the bottom showing your status (ex. *Your application is pending approval at AIR BASE ELEMENTARY. Please visit the location's volunteer coordinator with a photo ID for final approval.*).
6. Go to your selected school/location and show your photo identification for final approval.

Returning School Volunteers and Mentors

You will need to re-register each year to become a volunteer or mentor. Login to your portal using your username and password and update the information in your application including school(s), and activity(ies) and click Submit.

Level 1 volunteers will require a new background check every three years.
 Level 2 volunteers will require a new fingerprint check every five years.

Retired/Former Employees

If you are a retired or former employee of M-DCPS and registered to be a volunteer through the Employee portal while still employed, you will need to create a new Community portal account and register to be a volunteer through the community portal.

Fingerprinting Process (Level 2 Volunteers Only)

For identified high security positions, Level 2 Volunteers must undergo a full fingerprint check with Miami-Dade County Public Schools. Please note, you may **not begin** service until you are cleared at Level 2 and have met the requirements for that position indicated. Your school or work location will contact you once you have been cleared.

Level 2 Volunteers are listed as the following:

- Certified Volunteer (District training required, 305-995-2995)
- Listeners/ Oyentes (Listeners training required, 305-995-2995)
- Mentor (Mentor Training Required)
- Overnight Chaperone (all grade levels, school site signature required)
- Physical Education Assistant (all grade levels, school site signature required)

*Volunteers not listed above are considered Level 1 Volunteers and do not require fingerprinting.

Schedule an appointment with the Fingerprinting Department at least 24 hours prior to your requested date by calling 305-995-7472. Please arrive approximately ten minutes prior to appointment time at 1450 NE 2nd Avenue, Room 110 Miami, Florida 33132.

PLEASE BRING THE FOLLOWING TO YOUR SCHEDULED APPOINTMENT

1. **Fingerprint Fee Waiver Request** (signed in blue ink by the school Principal or work site administrator)
2. **A current government issued photo identification** (Non-expired driver's license, passport, etc.)
3. **Social Security Card** (If the card is lost, a pay stub, W-2 or insurance card showing the entire SSN is acceptable. You may also obtain a social security number verification form for a lost card by contacting 1-800-772-1213 or visiting the office nearest you. In case you were not issued a Social Security Number, please notify the the Fingerprinting Department at the time the appointment is made.)

Please allow 5 business days for fingerprint results.

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 Attendance Committee
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Portals
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 Community

M-DCPS Office of Community Engagement 1450 NE 2nd Ave. Miami, FL 33132 Phone: (305) 995-1266

Staff

Proceso de Registro de Voluntarios Escolares

Los voluntarios y mentores de la Escuela Nueva

Después de registrarse e iniciar sesión en uno de los portales (Estudiantes, Padres, Empleados, comunitarias), siga estos pasos:

1. Haga clic en la pestaña Aplicaciones / Servicios / Sitios en la parte superior
2. Haga clic en Sea voluntario en la escuela
3. Complete la información personal y haga clic en Enviar
4. Elige tu escuela (s) y actividad (es) donde usted desea ser voluntario y haga clic en Enviar (Una verificación de antecedentes se completará en este momento).
5. Aparecerá un mensaje en la parte inferior muestra el estado (por ejemplo, *Su solicitud está pendiente de aprobación en la Base Aérea PRIMARIA. Por favor, visite coordinador de voluntarios de la ubicación con una identificación con fotografía, para su aprobación final.*)
6. Vaya a su escuela / ubicación seleccionada y mostrar su identificación con fotografía, para su aprobación final.

Volviendo voluntarios y mentores de la escuela

Usted tendrá que volver a registrarse cada año para convertirse en un voluntario o mentor. Ingrese a su portal con su nombre de usuario y contraseña y actualizar la información en su aplicación, incluyendo la escuela (s) y actividad (es) y haga clic en Enviar.

Nivel 1 voluntarios requerirán una nueva verificación de antecedentes, cada tres años.
Nivel 2 voluntarios requerirán una nueva verificación de huellas digitales, cada cinco años.

Jubilados / EX EMPLEADOS

Si usted es un empleado jubilado o anterior de M-DCPS y registrado para ser voluntario a través del portal del empleado, mientras que sigue trabajando, tendrá que crear una nueva cuenta en el portal de la Comunidad y registrarse para ser voluntario a través del portal de la comunidad.

Proceso de toma de huellas dactilares (Nivel Sólo 2 voluntarios)

Para los puestos de alta seguridad identificados, Nivel 2 Los voluntarios deben someterse a una verificación de huellas digitales completa con las Escuelas Públicas del Condado de Miami-Dade. Tenga en cuenta, no podrá iniciar el servicio hasta que se desactivó en el nivel 2 y ha cumplido con los requisitos para esa posición indicada. Su escuela o lugar de trabajo pondrán en contacto con usted una vez que haya sido autorizado.

Nivel 2 Los voluntarios se enumeran de la siguiente manera:

- Certificado de Voluntariado (formación Distrito requiere, 305-995-2995)

- Los oyentes / Oyentes (Oyentes formación necesaria, 305-995-2995)
- Mentor (Mentor Requerido Entrenamiento)
- Durante la noche de Chaperone (todos los niveles de grado, escuela firma requerida)
- Auxiliar de la educación (todos los niveles de grado, escuela firma requerida)

* Los voluntarios no mencionados anteriormente se consideran de nivel 1 Los voluntarios y no requieren toma de huellas dactilares.

Programa una cita con el Departamento de Dactiloscopia al menos 24 horas antes de la fecha solicitada llamando al 305-995-7472. Por favor, llegue aproximadamente diez minutos antes de la hora de la cita en 1450 NE 2nd Avenue, Room 110 Miami, Florida 33132.

POR FAVOR TRAER LO SIGUIENTE A SU CITA PROGRAMADO

1. **Tarifa de solicitud de la huella digital de Exención**(Firmado en tinta azul por el Director de la escuela o administrador del sitio de trabajo)
2. **Un gobierno actual identificación con fotografía emitida**(Del conductor para no caducada la licencia, pasaporte, etc)
3. **Tarjeta de Seguro Social** (Si se pierde la tarjeta, un talón de pago, W-2 o un seguro de tarjeta que muestra todo el SSN es aceptable. También puede obtener un formulario de verificación de número de seguro social para una tarjeta perdida comunicándose al 1-800-772-1213 o visitando el oficina más cercana a usted. En caso de que no se le emitió un número de Seguro Social, por favor notifique al Departamento de Dactiloscopia en el momento de la designación se hace.)

Por favor, espere 5 días hábiles para que los resultados de las huellas dactilares.



BE A SCHOOL VOLUNTEER (For Parents and Community Members)



Be a School Volunteer is a Web-based application developed to facilitate and expedite the process of becoming a school volunteer. Employees, Parents, Students and Community members will be able to apply online to different locations for different service activities.

Parents/Guardians and Community members must have an account with Miami-Dade County Public Schools (M-DCPS) to be able to access the Be a School Volunteer application on the Portal. This user guide will provide instructions on how to apply to become a school volunteer.

See these user guides to register for an account:

- Parent Account Registration
<http://myportal.dadeschools.net/parent/>
- Community Account Registration Process
<http://myportal.dadeschools.net/community/>

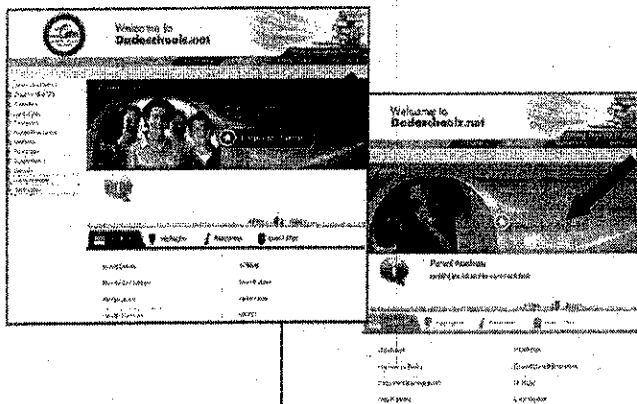
Note: If you are a Parent/Guardian with a joint Parent Account and both Parents/Guardians would like to participate in the volunteer program, one Parent/Guardian will use the Parent Account to apply for the volunteer program through the Parent Portal. The other Parent/Guardian must register through the Community Portal to create a Community Account. With the Community Account, apply for the volunteer program in the Community Portal. [See the Community Account Registration Process user guide, step by step instructions: <http://myportal.dadeschools.net/community/>]

Getting Started

To access the Portal,

- ▼ Open the Internet browser
- ▼ Type www.dadeschools.net
- ▼ Click Community tab or Parent tab

On the dadeschools.net Community or Parent page,



- ▼ Click Login to Portal

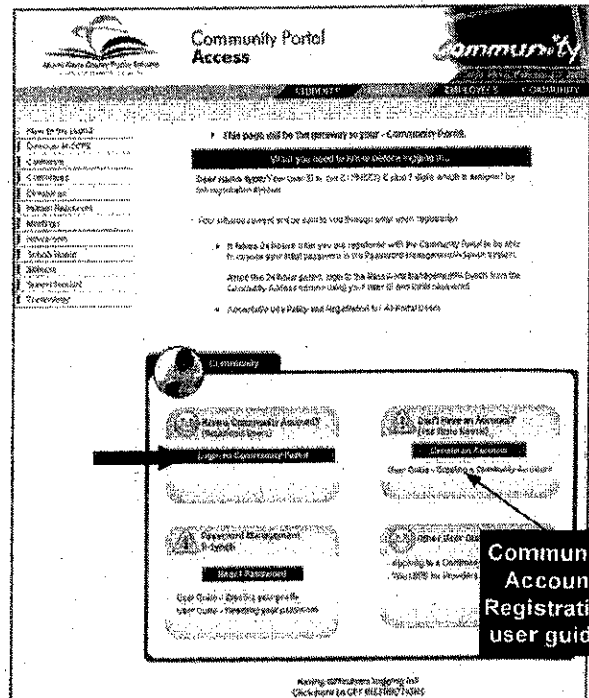
The Portal Access page displays.

Log in to the Community Portal

Continue here to access the Community Portal.

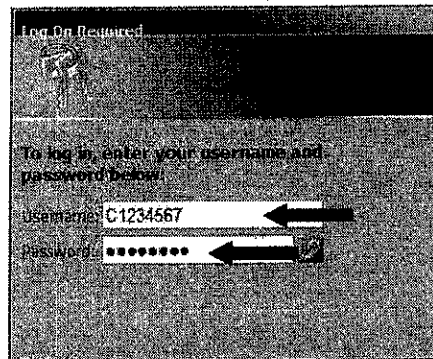
[To access the Parent Portal, go to Login to the Parent Portal section, on page 2.]

From the Community Portal Access page,



- ▼ Click Login to Community Portal

The Log in screen will display.



- ▼ Type your user name
- ▼ Type your password
- ▼ Press Enter

The Community Portal page will display.

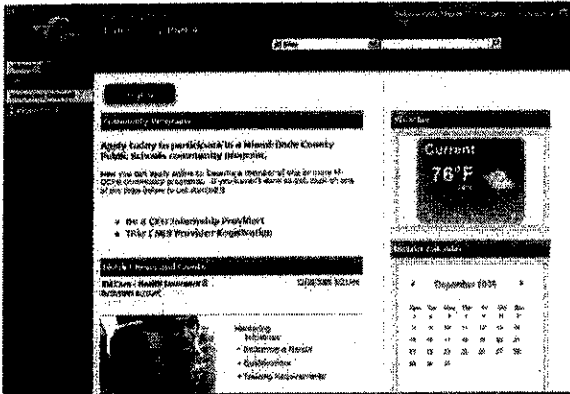


BE A SCHOOL VOLUNTEER (For Parents and Community Members)



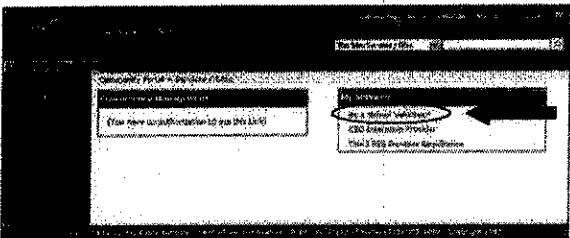
Community Portal - Services and Sites

From the Community Portal page,



▼ Click **Services/Sites** tab

The Community Portal Services/Sites page will display.



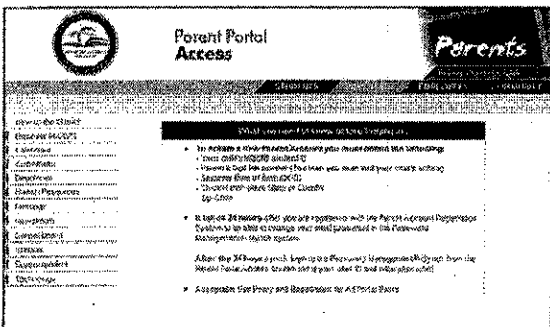
▼ Click **Be a School Volunteer**

The School Volunteer Program: Volunteer Registration page will display.

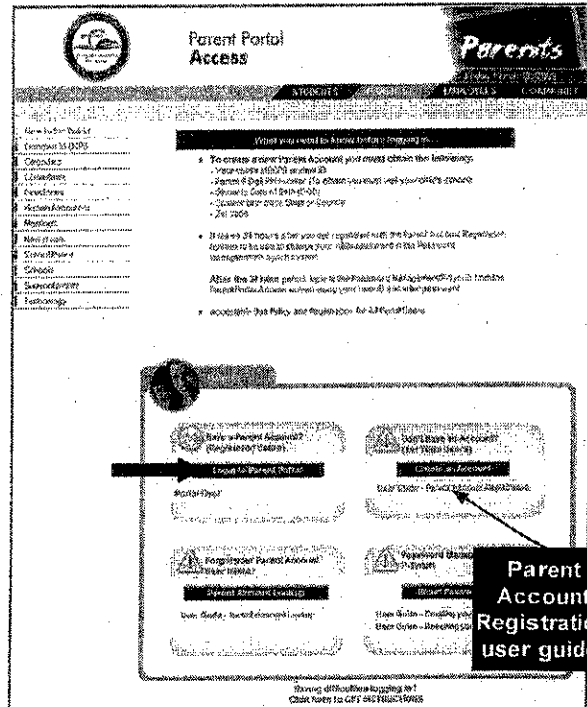
[To continue, skip the next two Parent sections and go to Volunteer Registration on page 3.]

Log in to the Parent Portal

If you are a Parent/Guardian with a Parent account, continue here to access the Parent Portal. [To register for a parent account, see the Parent Account Registration user guide: <http://myportal.dadeschools.net/pdf/parentAccountRegistrationGuide.pdf>]

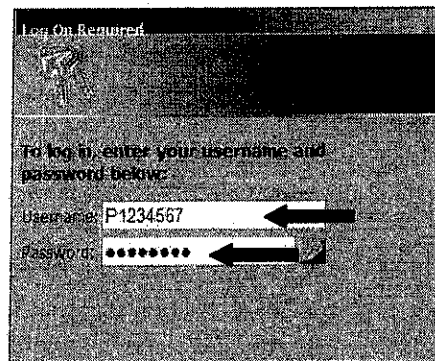


From the Parent Portal Access page,



▼ Click **Login to Parent Portal**

The Log in screen will display.



- ▼ Type your user name
- ▼ Type your password
- ▼ Press Enter

The Parent Portal page will display.

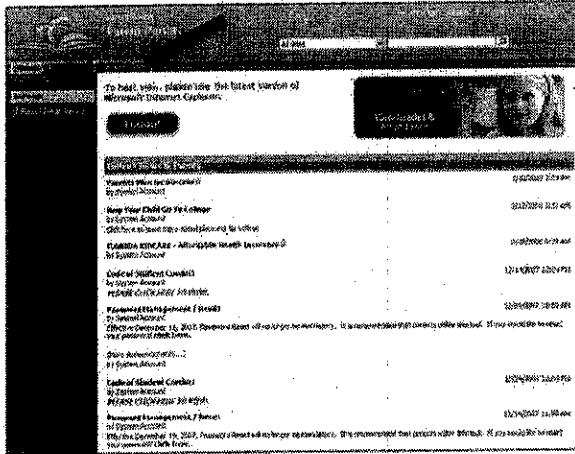


BE A SCHOOL VOLUNTEER (For Parents and Community Members)



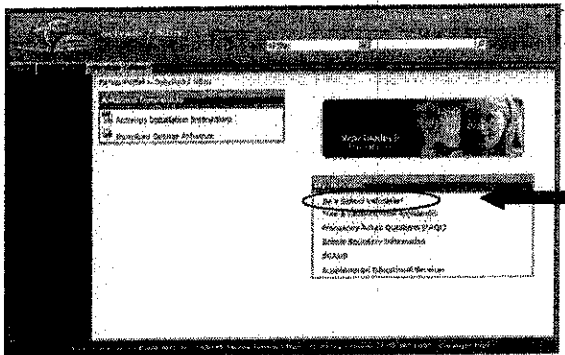
Parent Portal - Services and Sites

From the Parent Portal page,



▼ Click **Services/Sites** tab

The Parent Portal Services/Sites page will display.



▼ Click **Be a School Volunteer**

The School Volunteer Program: Volunteer Registration page will display.

Volunteer Registration

The Volunteer Registration page will display the first time the applicant (Parent/Guardian or Community Member) accesses the School Volunteer Program application. Volunteer applicants must complete required fields which include, Name, DOB, SSN, Address, Emergency Contact Name, Emergency Contact #, and Ethnicity. [See **My Personal Info** section on page 5 to update the volunteer's personal information.]

Note: Name, Address, and Date of Birth must be accurate or clearance process will be delayed.

From the Volunteer Registration page,

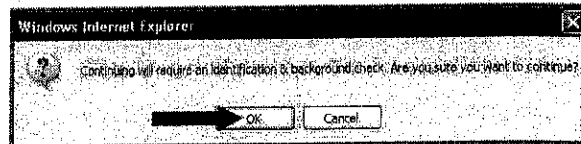
▼ Type required information

When finished,

▼ Click **Submit**

The message window will open.

The message "Continuing will require an identification & background check. Are you sure you want to continue?" will display.



▼ Click **OK**

The School Volunteer Program: Volunteer Interests page will display, if the initial clearance process was successfully completed. If it was not, you will be prompted to correct and resubmit your information.

Select Volunteer Interests and Locations

Volunteer applicants must select school location and type of service activities they are volunteering for. Volunteer applicants will be processed by the system according to the level for the service activity they selected.

Level 1 activities will perform an electronic background check and the school will be able to approve or deny the volunteer immediately.

Level 2 activities will require fingerprinting.



BE A SCHOOL VOLUNTEER (For Parents and Community Members)



To select a location and service activities,

▼ Click **Select a New Volunteer Location...** drop-down menu

[By pressing a letter within the drop-down menu, the application will take you to the first entry that starts with that letter.]

▼ Click **Student Relative** box, if applicable

Select one or more service activities: [Please select Level 2 activities first. Level 2 requires fingerprinting, which will require more time.]

▼ Click service activity boxes to be selected

▼ Click **Submit**

For Level 1 service activities, the message: "Your application is pending approval at SAMPLE LOCATION NAME. Please visit the location's volunteer coordinator with a photo ID for final approval." will display. The date and time will also be displayed.

For Level 2 service activities, please follow the instructions in the **Messages** section for the fingerprinting process. You can select additional activities at other schools while you wait for Level 2 approval (fingerprinting).

Check the status of your application, (approved or denied), under the **Messages** section, in the **Volunteer Interests** page.

If your application is approved, the message "Thank you. You have been approved at SAMPLE SCHOOL NAME. Please Click Here" will display.

[The Please Click Here is a link to the School Volunteer Policies and Guidelines.]

You may apply to additional schools, if desired.

Edit Service Activities

To edit the school location service activities selected,

▼ Click the **Edit** edit option

The page will change to display the service activities. Make changes/additions as needed.

▼ Click the **save** option

▼ Click the **cancel** option, to cancel edit mode

The **Messages** section will display your application status.



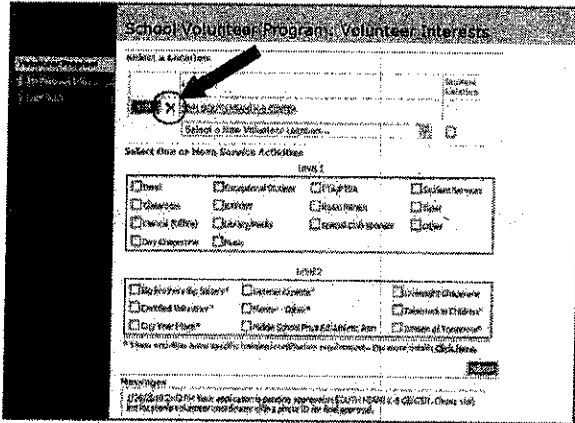
BE A SCHOOL VOLUNTEER (For Parents and Community Members)



Delete School Location

Volunteers may terminate their services at a school location by deleting the location from their application. A volunteer's services may be terminated at any time, by the principal or the volunteer.

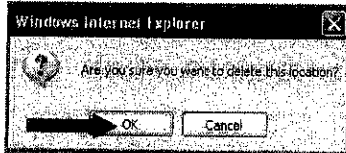
From the **School Volunteer Program - Volunteer Interests** page,



▼ Click the **X** Delete option

The message "Are you sure you want to delete this location?" will display.

▼ Click **OK**



The school location will be deleted from the page.

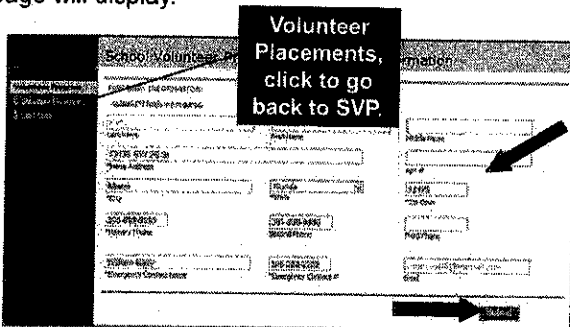
My Personal Info

Use **My Personal Information** page to update the volunteer's personal information. **My Personal Info** is located on the left menu panel of the **School Volunteer Program** page.

From the **School Volunteer Program** page,

▼ Click **My Personal Info**, on the left menu panel

The **School Volunteer Program: My Personal Information** page will display.



The fields that appear in yellow are required. The fields with grayed-out text cannot be changed.

- ▼ Click the field to be updated
- ▼ Type new information
- ▼ Click **Submit**

The message "Update your personal information now?" will display.

▼ Click **OK**

The message "Your information was updated" will display.

▼ Click **OK**

To go back to the **School Volunteer Program (SVP)** page,

▼ Click the **Volunteer Placement** link, on the left menu panel

Exit the Portal

It is important to close the **School Volunteer Program Portal** application or any other Portal application you are working on and exit the Portal to prevent access to your Portal by others.

From the **School Volunteer Program** application,

▼ Click the **Applications/Sites** tab

From the **Applications/Sites** page,

▼ Click the **Logout** button, in the upper right corner of the page

The Message "You have successfully logged off of the system" will display.

▼ Click the **X** in the upper right corner to close the page

You are now logged out of the **Portal**.

Whom to Contact for Assistance



For assistance regarding the **School Volunteer Program**, contact the **Office of Community Services** at 305-995-2995.

For **School Volunteer Policies and Guidelines**, go to the **Become a School Volunteer Web** page at: <http://community.dadeschools.net/!svp/school-vol.asp>.