Volunteer Live Scan Process

We are grateful for your dedication to serving our students and community!

Administrative Procedure 4595 outlines procedures for school volunteer programs. In order to provide students with a safe environment and allow for a variety of opportunities for volunteering, volunteer participation is classified into four categories. Depending on the category, certain screening processes must be completed by district staff prior to volunteering.

GETTING STARTED

All schools are asked to designate a **School Site Volunteer Coordinator**. All volunteer work must be done under the direction of an assigned teacher, site volunteer coordinator, principal or vice principal. Volunteers must comply with the district's volunteer screening requirements.

Community members interested in volunteering should:

1. Contact the school to ask to speak with the volunteer coordinator. School Directory
2. Comply with appropriate volunteer screening requirements.
3. Complete and return a school volunteer application to the site and/or department of interest.
4. Read and acknowledge understanding of the Volunteer Code of Conduct.
5. Provide Adult Tuberculosis (TB) Risk Assessment Questionnaire **OR** results of Tuberculin skin test.

- 2023 - 2024 Volunteer Forms

Live Scan FAQ:

What background check do I need in order to volunteer?
- volunteer screening requirements

What if I am returning to the district as a volunteer and I have already live scanned (fingerprinted) for the district or other agency?
- If you have had a break in volunteering for 2 years or more, you will need to re-fingerprint. If your break in volunteering is less than 2 years however you fingerprinted before 2010, you may still need to fingerprint again. If you had your live scan done for a different agency, you will also need to do a live scan background check for San Diego Unified School District.

How do I make an appointment? At this time as the district is focusing on the hiring process for employees, the district is not conducting a Category D live scan background check for volunteers. The volunteer is responsible to pay for the fees associated with the live scan background check. The district does not reimburse for fees paid for a live scan background check.

Volunteers can use the district live scan form at any location that can do **BOTH DOJ and FBI** live scan fingerprints. If a volunteer only does one background check, it will not be valid and cleared. Please check with the local vendor and ensure they are running both DOJ and FBI live scan fingerprint background check.
1. To view and download SDUSD Volunteer live scan form:
   https://drive.google.com/file/d/1Y2ENoegoOtFlh8_kNFcqypFkdycbsYl9/view?usp=sharing
2. To view and download list of local locations (but not limited to):
   https://drive.google.com/file/d/17NBWa8wOa-b4v58cmjyy4L5QzWsKDrZB/view?usp=sharing

THANK YOU!