

M-DCPS New School Volunteer Process In order to be a volunteer for Miami-Dade County Public Schools, you must now fill out an online Volunteer Registration, even if you were previously registered prior to this year. Registrations will be done through either the Parent or Community Portal.

There are 3 different ways to complete this process:

- A. If you have a Parent Portal account with your name on it
- B. If neither parent has a Parent Portal account
- C. If one parent has his/her name on the Parent Portal account, and the other parent or another relative wants to register to be a school volunteer

A. Parent Portal account with your name on it

1. Log onto the Parent Portal
2. Click on the Services/Sites tab
3. Click on "Be a School Volunteer"
4. Complete the required fields. Note: Name, Address, and Date of Birth must be accurate or the clearance process will be delayed.
5. Click Submit.
6. A message window will open saying "Continuing will require an identification and background check. Are you sure you want to continue?" Click "OK"
7. Select school location.
8. Click Student Relative box, if applicable.
9. Select type of service activities you are volunteering for. There are 2 different clearance levels: Level 1 and Level 2. Most activities are Level 1: chaperoning a day field trip or helping out at school activities. Level 1 volunteers will have electronic background checks. Level 2 includes being a Listener in the Listener Program and being an overnight field trip chaperone. Our 4th and 5th grade students and some Music group students go on overnight field trips and Level 2 is required to chaperone one of those trips. Level 2 volunteers require fingerprinting.

10. Click Submit.

For Level 1: Please bring a photo ID to the school for final approval. For Level 2: Follow the instructions in the Messages section for the fingerprinting process. You must print out a Fingerprint Request Waiver letter and bring it to the school for Mr. Muñoz to sign. After obtaining signature, call the fingerprinting office (telephone number is on the letter) to make an appointment to go for fingerprinting. Please follow the instructions on the letter and bring all required documents to the fingerprint appointment.

11. Check the status of your application (approved or denied) under the Messages section, in the Volunteer Interests page. If approved, please click on the link provided which will take you to the School Volunteer Policies and Guidelines for your review.

B. Neither Parent has a Parent Portal Account

1. To create a Parent Portal account, you need a Pin number assigned to your child. Come to the school's main office to request the Pin number.
2. Go to www.dadeschools.net.
3. Click on Parents.
4. Click Log on to Portal.
5. Click Create an Account and follow the steps.
6. Once your account becomes active, you may register to become a school volunteer by following the steps under section A above.

C. Parent/Guardian has a Parent Portal account and the other Parent/Guardian or other relative of the child wants to become a school volunteer

1. Go to www.dadeschools.net.
2. Click Community.
3. Click Log on to Portal.
4. Click Create an Account and follow the steps.
5. Once you have an active account, click on the Services/Sites tab.
6. Click on Be a School Volunteer and follow the steps.

Updated Volunteer News! Our new volunteer procedures are falling into place. All volunteers must register online to become a school volunteer at South Dade Middle School. Instructions for registering are available by going to the school website and clicking on the “Become a School Volunteer” link. **All volunteer information from previous years, with the exception of fingerprinting, has been wiped out of the system. This includes previous volunteer numbers. That is why everyone must re-register.** Here is some information that we learned recently that should be of help to you.

1. If volunteers are having trouble registering through the Parent Portal, they can just go to the Community Portal, available at www.dadeschools.net to register by creating an account.
2. Remember, if you want to have a Parent Portal account, you must first obtain your child’s ID number and the Pin Number assigned to your child. That information is available in the main office at school.
3. School employees must register through the Employee Portal.
4. Most volunteers will register as a Level 1 volunteer. Background checks are done at the time you are registering. If the background check is successful, you will finish the process and then get a message box at the bottom that tells you that final approval at the school is pending your bringing in a photo ID to the school. Please bring your license or other photo ID to the office for copying.
5. Mr. Martinez is now able to give the final approvals on the computer. Once you get the final approval, your message box on the school volunteer screen will tell you that you have been approved at the school.
6. If you have applied for Level 2 clearance: (Listeners and Overnight Chaperones), you must print out the Fingerprint Request Waiver letter provided at the time of registering. At the top of

the letter it says that if you have already been fingerprinted within the last 5 years, your fingerprints should be on file and you would not have to go again. However, you must call the Fingerprinting Office or email them to verify that your fingerprints are on file. Then, the Fingerprinting Office will do their part in the computer and afterwards, Mr. Martinez can give you final approval. If you have not yet been fingerprinted, fill in your information on the Fingerprint Request Waiver and bring the letter to school for Mr. Muñoz signature. Then you need to make an appointment to go get fingerprinted. Fingerprinting can be done at one location only: 1500 Biscayne Boulevard. It cannot be done at police stations or anywhere else.

7. If you are a member of law enforcement and want Level 2 clearance, you need to bring a letter from your employer stating you are an employee in good standing on official stationery to the school in lieu of getting fingerprinted.

8. Once you have been fingerprinted, you will receive a fingerprint confirmation form. Please bring that form to the school for Mr. Martinez.

9. The Fingerprinting Office is currently backlogged since so many people are applying countywide at the same time. While appointments for fingerprinting are available, the office is taking some time to do their approval in the computer, so please be patient.

10. Your approval for volunteering at South Dade Middle School will be good for this school year only. Next year, you will need to go into the system and update what school(s) you want to volunteer for. You will not need to do the entire application and background check again. Background checks on volunteers will be done every three years. When you need a new background check, you will get an email about this, so please make sure your information is kept current in the database. You can edit information regarding address, phone numbers, email, as necessary. New background checks on employees will be done every five years.

11. If you do not have a computer to register on, or if you do not speak English or have someone who can translate for you, you can still fill out a paper registration form and bring it to the school for the school to input for you. These are the only situations that the school will do the input for you.

Many volunteers have already been approved at our school. Please make sure you check your message box on your volunteer screen to see if you have been approved. This is the only way you will know the status of your application. If you have not yet brought in a picture ID, please do that so we can give you final approval. Any other questions can be directed to Mr. Martinez at 305-224-5200, ext. 2112.