

Miami-Dade County Public Schools

Office of Community Engagement



M-DCPS Home

HOME	ABOUT US	STUDENTS	FAMILIES	COMMUNITY PARTNERS	ALUMNI	BEST OF THE YEAR
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School Volunteer Registration Process Español Keylòl

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. Background check and process – Please allow 3 to 4 days for results)
6. After successful background check clearance, visit 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.