CWK-8 Parents: How to Become a School Volunteer:

Become a School Volunteer is a MDCPS 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.

To access the volunteer page: Click on the link below or use the QR code.

https://www.engagemiamidade.net/community-volunteer-regist

You may also contact the office of Community Engagement at:

(305) 995-2995

Steps to take via QR Code or link:

This will take you to the School Volunteer Registration Process Page. This page explains the entire process in all three languages. Just click on the language of your preference.

School Volunteer Registration Process Español Kreyòl

School Volunteers and Mentors
1. Click on Be a School Volunteer
2. Fill out the personal information and click SUBMIT
3. Returning School Volunteers and Mentors will need to re-register each year to become a volunteer or mentor.

Retirees
If you are a retired or former employee of M-DCPS, we welcome your time, talents, creativity and skill-set. Please click here for information about the Retirees Volunteer in the 305 (RV305).

Fingerprinting Process (Level 2 Volunteers)
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:
- District or Region Office 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)

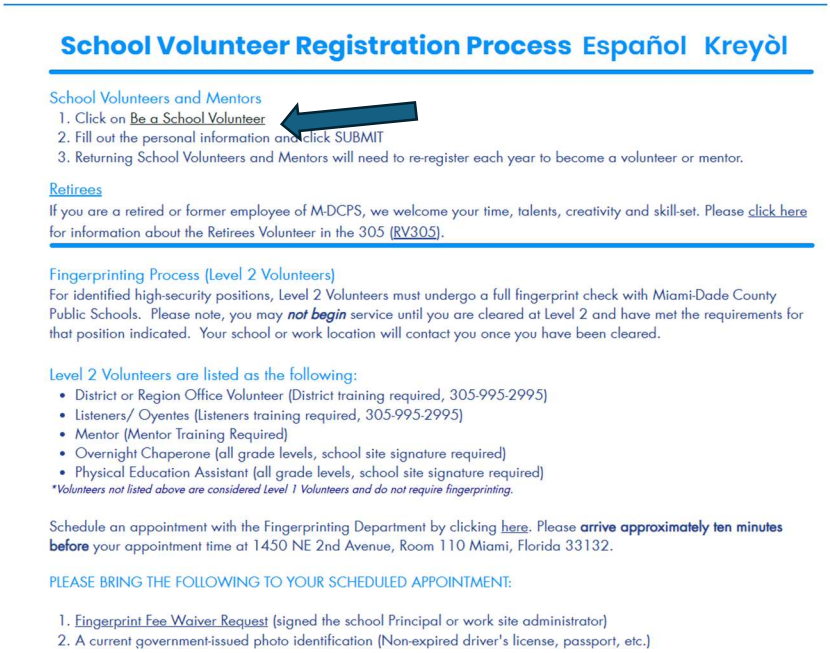
**Volunteers not listed above are considered Level 1 Volunteers and do not require fingerprinting.*

Schedule an appointment with the Fingerprinting Department by clicking here. Please **arrive approximately ten minutes before** your 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 the school Principal or work site administrator)
2. A current government-issued photo identification (Non-expired driver's license, passport, etc.)

Once on this page you must click on number1. **Be a School Volunteer**



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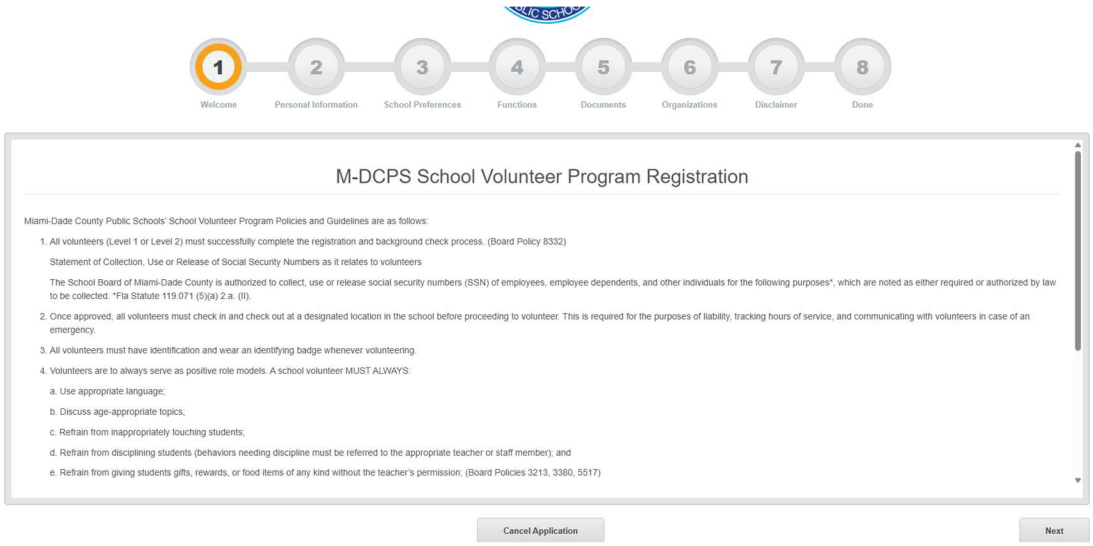
The following page will open. Fill out all information required. Remember to select our School Coral Way K-8 Center when you are prompted to do so.

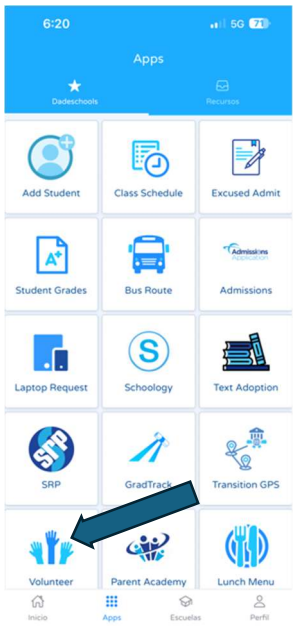


Steps to take when registering through your portal:

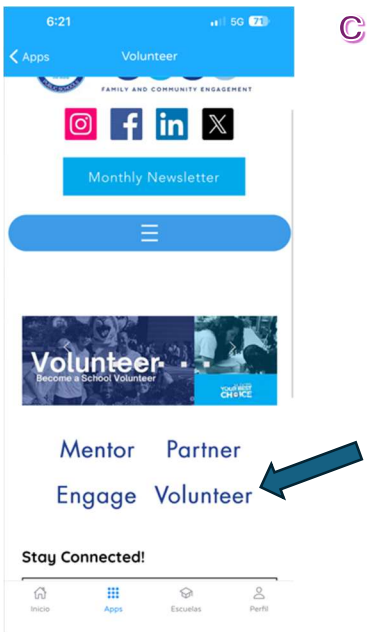
You can also register through your parent portal. When you enter your portal, please follow steps from A to E.

- A Click on the Volunteers tile.
- B Click on the Volunteers title
- C Click on the Volunteers tile.
- D Click on School Volunteer Program
- E Click on Be a School Volunteer

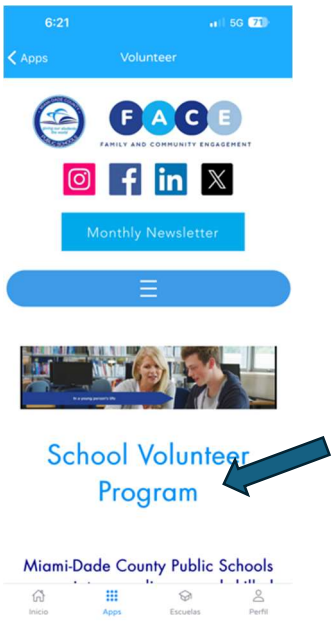
A



B



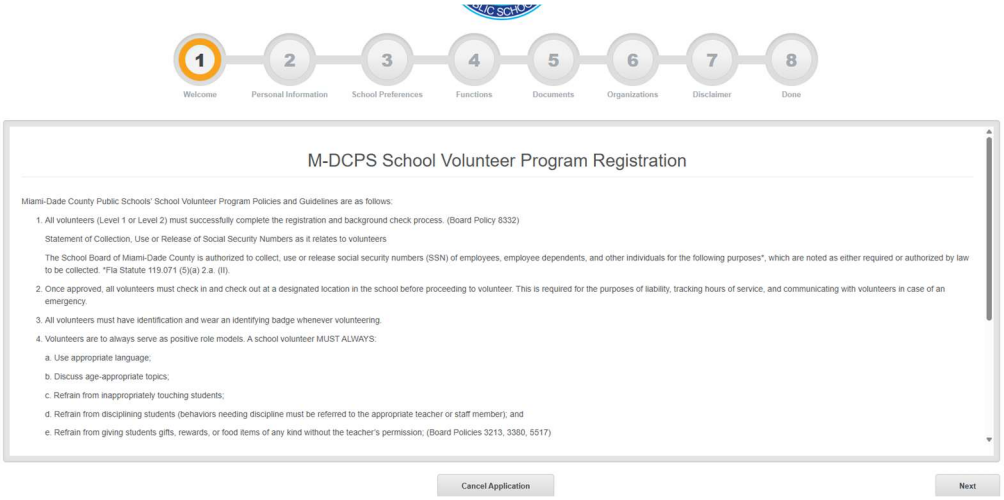
C



D

E

Now the following page will open. Remember to fill out all information required and to select our School Coral Way K-8 Center when you are prompted to do so.



VOLUNTEER LEVELS:

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 requiring fingerprinting: Overnight chaperone for field trips

When planning volunteer activities (including chaperoning), please allow (5) business days for clearance results.

Clearance results are also emailed to the volunteer applicant once approved. You may also call the school to see if you have been cleared.

Thank you for your interest in becoming a school volunteer. If you have any questions or concerns you may contact Ms. Ana Trebe for more information at 305-854-0515.