



# SAN LORENZO UNIFIED SCHOOL DISTRICT FREQUENTLY ASKED QUESTIONS

## **GENERAL QUESTIONS**

### **Q. Where can I apply to be a volunteer?**

- A. Prospective volunteers need to apply directly at the site(s) where they wish to volunteer.

### **Q. I'm not sure if I am applying to be a Level 1 or Level 2 volunteer. What should I do?**

- A. Level 1 volunteers are volunteers who volunteer infrequently and who do not have one-to-one or unsupervised contact with students. Our Volunteer Packet has more information about these types of volunteers. These packets can be picked up at the school site where you would like to volunteer. The staff members at our sites can help you figure out what level of volunteer for which you should apply.

### **Q. I want to volunteer at two different sites. Do I need to complete applications at each site?**

- A. You will need to complete a Volunteer Packet at each site. However, if you apply as a Level 2 Volunteer, once you have received fingerprint clearance and Tuberculosis (TB) clearance, this clearance is valid at all sites.

### **Q. How long is my volunteer clearance valid?**

- A. Volunteers are required to complete a Volunteer Packet each school year. However, Tuberculosis clearance is valid for four years, and fingerprint clearance is valid for as long as you are a volunteer in the SLZUSD.

### **Q. How long will the volunteer clearance process take?**

- A. The amount of time it takes varies. It typically takes less than one week to be cleared as a Level 1 volunteer. A Level 2 clearance can take longer depending on how quickly the Human Resources Department receives fingerprint and TB clearance.

### **Q. How will I know when I am cleared to be a volunteer?**

- A. School site staff will notify volunteers when they are cleared. If you have questions about the process, you can contact site staff directly.

### **Q. I just want to volunteer to drive on a field trip. Do I need to complete the Volunteer Packet and receive fingerprint and TB clearance?**

- A. Yes. As a driver on a field trip, it is likely that you will be transporting students without a school employee in the vehicle which constitutes a Level 2 Volunteer. For the safety of our students, we require full clearance of all volunteers before any volunteer can be in an unsupervised setting with our students.



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### **FINGERPRINTING CLEARANCE**

#### **Q. Why does the SLZUSD require volunteers to receive fingerprint clearance?**

- A. Nothing is more important than the safety of our students. Accordingly, fingerprint clearance is required for Level 2 volunteers. However, Level 1 volunteers, or volunteers who only have infrequent, supervised contact with our students, are only required to pass a "Megan's Law" background check. (See the SLZUSD Volunteer Packet for more information about Level 1 and Level 2 volunteers.) SLZUSD Board Policy/Administrative Regulation 1240 was adopted by the SLZUSD Board of Education to help ensure that volunteers who have regular contact with our students have passed a criminal background check and are free from Tuberculosis.

#### **Q. How do I get fingerprint clearance?**

- A. Fingerprint clearance is obtained by taking "Request for Live Scan Service" form to a certified vendor. These forms are distributed by our school sites after the site has accepted the Volunteer Packet from the prospective volunteer. School sites also have information about local vendors who provide fingerprinting services.

#### **Q. How much does it cost to receive fingerprint clearance?**

- A. The costs vary from vendor to vendor but are typically around \$70. The SLZUSD works with one vendor who offers discounted services for SLZUSD volunteers for \$47. The SLZUSD will also waive fingerprint fees for volunteers who are experiencing financial hardship. Please contact the school site where you wish to volunteer for information about fingerprint service vendors and for information about the SLZUSD fee waiver application.

#### **Q. I received fingerprint clearance for another job. Why can't you contact them to obtain this information?**

- A. Fingerprint clearance is organization/business specific and not transferable.

### **TUBERCULOSIS (TB) CLEARANCE**

#### **Q. Why does the SLZUSD require TB clearance for volunteers?**

- A. This requirement was put in place to help ensure that our students are safe from this potentially deadly and contagious disease. Education Code and SLZUSD Board Policy/Administrative Regulation 1240 require employees and volunteers who work with our students to verify that they are free from TB.

#### **Q. What do I need to do to provide TB clearance?**

- A. Documentation from a medical provider verifying that you are free from TB is required. This documentation must have a clearance date within sixty (60) days of the start date of volunteer services.



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**Q. How long will my clearance be valid?**

A. TB clearance is valid for four years.

**Q. I always test positive for TB even though I have never had it. Do I still need to get a TB test?**

A. If you have tested positive for TB you will need to provide medical verification from a Physician (usually obtained through an x-ray) that you are free from TB.

**Q. How much will TB clearance cost?**

A. Typically your medical provider will provide this clearance for free. There are other places that will also provide this service free of charge.