

CPS has a new protocol for anyone in the building speaking to or engaging with students. In order to be in the classroom, be a chaperone for a day trip within the city of Chicago, speak to a class, tutor, mentor, etc you must fill out a **Level II** volunteer form through CPS.

For anyone wishing to be a volunteer coach or support any sports, chaperone students on an overnight trip or trip outside of the city they must fill out paperwork and follow steps to become a **Level I** volunteer. You will need to have to complete a background check and a TB test as a part of Level I volunteer protocol.

Please refer to the links below and screenshots to make sure you are on the right site. You can add several schools if you know that you may be working with many schools in CPS or these can be added at a later time.

Step 1- The application:

The actual application link - choose volunteer application link:

<https://www.cps.edu/services-and-supports/parent-engagement/volunteer-programs/>

The next page should look like this:

<https://www.cps.edu/services-and-supports/parent-engagement/volunteer-programs/>

Step 2 from CPS:

You will receive next steps on what to do but it should be very simple. You want to make sure to choose the correct level to

volunteer when filling out the application. For Level I and Level II descriptions please see above.

Step 3 from Prosser:

Thank you for your recent application to be a CPS Volunteer at Prosser Career Academy.

In order for your application to be processed for the next step, you are required to submit a photo ID by clicking on the link below:

Click [HERE](#) to upload a photo (**please upload a State ID or Driver's License**).

Once this step has been done the school will approve you as a volunteer candidate, you will receive a separate email with instructions regarding next steps.

Welcome to the 2025-2026 School Year!

Please take a minute to see the steps for volunteer re-approval for the 2025-2026 School Year.

Returning volunteers

1. Returning volunteers must log in to their online accounts as current volunteers on or after July 1st to renew their application. Do not submit before July.

2. Under the "APPLICATION" tab, they must select "ADD NEW APPLICATION." This will create a new application for the school year, and volunteers will be able to confirm or change their personal information and level and select the school/s they need. If this step does not happen, the school will not see the application.

3. Once the application has been submitted, please contact the school to provide a copy of your ID so they can approve the application for the next steps.

*All level 1 volunteers will receive an email to complete a new background check and complete the SafeSchools training. Tb test results only need to be updated every two years.

*Level 2 volunteers only go through a registry check and are usually cleared within 48 hours of the school's approval.

Please email volunteer@cps.edu if you have any questions.

CPS tiene un nuevo protocolo para cualquier persona en el edificio que hable o interactúe con los estudiantes. Para estar en el salón de clases, ser acompañante en un viaje de un día dentro de la ciudad

de Chicago, hablar con una clase, ser tutor, mentor, etc., debe completar un Nivel **II** formulario de voluntariado a través de CPS.

Cualquiera que desee ser entrenador voluntario o apoyar algún deporte, acompañar a los estudiantes en un viaje nocturno o un viaje fuera de la ciudad, debe completar el papeleo y seguir los pasos para convertirse en un Nivel **Involuntario**. Deberá completar una verificación de antecedentes y una prueba de tuberculosis como parte del protocolo de voluntariado de Nivel I.

Consulte los enlaces a continuación y las capturas de pantalla para asegurarse de que está en el sitio correcto. Puede agregar varias escuelas si sabe que puede estar trabajando con muchas escuelas en CPS o puede agregarlas más adelante.

Paso 1- La aplicación:

El enlace de la aplicación real: elija el enlace de la aplicación voluntaria:

<https://www.cps.edu/services-and-supports/parent-engagement/volunteer-programs/>

La página siguiente debería verse así:

<https://www.cps.edu/services-and-supports/parent-engagement/volunteer-programs/>

Paso 2 de CPS:

Recibirá los siguientes pasos sobre qué hacer, pero debería ser muy simple. Desea asegurarse de elegir el nivel correcto para ser

voluntario al completar la solicitud. Para ver las descripciones de los niveles I y II, consulte más arriba.

Paso 3 de Prosser:

Gracias por su reciente solicitud para ser voluntario de CPS en Prosser Career Academy.

Para que su solicitud sea procesada para el siguiente paso, debe enviar una identificación con foto haciendo clic en el siguiente enlace:

[Haga clic AQUÍ para](#) cargar una foto (cargue una identificación estatal o licencia de conducir).

Una vez que haya completado este paso, la escuela lo aprobará como candidato a voluntario; recibirá un correo electrónico por separado con instrucciones sobre los próximos pasos.