

Alisal Union School District Clearance & Placement Processes

District Website	https://www.alisal.org/
Placement Process (part 1)	1. Review opportunities at AUSD schools on this K-12 Opportunity spreadsheet. 2. On that spreadsheet, click on the school name to view the site or program administrator's contact info (usually the Principal or Director). 3. Email the site or program administrator introducing yourself as a CSUMB service learner and/or asking if there are service learning opportunities. See these email examples. a. If there is a teacher/staff willing to host you, <i>then</i> proceed with the next steps for clearance. b. If there isn't an opportunity at that particular site, contact another site.
Clearance Process	1. Complete the TB test process at CSUMB or have proof of TB test (skin/blood test within the last 4 years; x-ray within the last 5 years). 2. Complete and print out the AUSD Volunteer Form. 3. Schedule an appointment with the site or program administrator. Bring the following items with you: a. TB test results b. AUSD Volunteer Form c. Photo ID (CSUMB, Driver's License, or Government-issued ID acceptable). 4. The Administrator will conduct a background check via Megan's Law (no cost; immediate results) at that appointment. They will let you know if you've been cleared.
Placement Process (part 2)	4. Communicate with the site administrator about your start date, weekly schedule, and service activities. Confirm the email address of your direct supervisor (aka host teacher or supervisor). 5. Register your placement in CalState S4, following these guidelines.