

## San Jose Unified School District Human Resources Department

### Procedures to Volunteer for SJUSD Schools & FAQ's

When promoting volunteer services at your school site, please have applicants follow the instructions below in the respected order before they start volunteer work.

#### NEW VOLUNTEERS

*(Have **never** been fingerprinted through SJUSD):*

1. Obtain a New Volunteer packet from the school.
2. Complete and sign the New Volunteer packet by both parties: Site Administrator and Applicant
3. Take TB test and have results ready **before** making the fingerprinting appointment.
4. Once packet is signed and TB report obtained, call HR to make a fingerprinting appointment at (408)535-6139 ext. 15013.
5. On the day of the appointment bring with you:
  - Volunteer packet (completed and signed)
  - TB test results (with in the last **60** days)
  - ID (Driver's License, Passport or other valid ID with picture)
  - \$10 (cash or check accepted, no credit cards)

*We will turn away the appointment if any of these items are missing then reschedule for a future date once all requirements are met.*

6. The HR fingerprinting coordinator will notify the school secretary by email once the clearance is received. The secretary will be asked to notify the applicant of the communication.

#### RETURNING VOLUNTEERS

*(To be done **every year** by volunteers who have already been fingerprinted through SJUSD):*

1. Obtain a "Returning Volunteer" form from the school
2. Complete and sign the form (signatures of the Site Administrator and the Applicant, must be on the form).
3. Give the form to the school Parent Liaison or Secretary.
4. This form will be sent to HR through the school "pony" mail.

The fingerprinting coordinator will email the school secretary stating the fingerprint clearance date and whether or not should this applicant needs a TB update (updates are required every 4 years.)

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**Frequently Asked Questions:**

**Where can I find the Volunteer Packet and Guidelines?**

Volunteer packets and guidelines are provided by the school staff and/or secretary.

**What types of ID's are accepted?**

Any form of ID is accepted (i.e. any US State ID or Driver's License, ID of country of origin, Passport, Student ID, ACR Card etc.)

**How do we know fingerprints have cleared?**

The fingerprinting coordinator will email the school Secretary or Parent Liaison. They are asked to notify the applicant of the clearance as soon as they receive the email notification.

**How long does it take to receive fingerprinting clearance?**

Clearance may take up to a maximum of 90 days. If the applicant does not hear from the school about his/her fingerprints clearing after the 90 day mark, s/he should contact HR at (408) 535-6139 ext. 15013 to follow-up of the clearance status.

**I've had my fingerprints done elsewhere; do I need to do them again through you?**

Yes. We do **not** accept fingerprint confirmations from other agencies, companies or school districts.

**Where do my fingerprints go?**

Fingerprints go to the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) to notify us of any past or prospective criminal records. We need to receive clearances from both agencies in order to validate your volunteer request.

**If an applicant has a criminal record, can s/he still volunteer?**

See sections 44010, 44011, 44346.1, 44424 of the California Education Code. If the violation committed matches with any one of the criminal sections, the applicant will receive a letter stating the match. Volunteer work may be denied or limited. For descriptions on each section please see the attached form.

**Does the fingerprint information go to immigration agencies?**

No; these only go to the FBI and DOJ agencies to verify of any criminal records. We are not interested in knowing the immigration status of a volunteer applicant.

**Why should the packet be signed before the fingerprinting procedure?**

The packet needs to be signed ahead because this lets us know that the school administrator agrees to have you as a volunteer at their site.

**If the school wants to take care of the fingerprinting fee, what can be done?**

The school Principal or Budget Control Administrator at the school site must complete and sign a "Expense Transfer Form". This form should be brought in with the volunteer on the fingerprinting appointment in lieu of the \$10 cash or check.

**How often should fingerprinting be done?**

Fingerprinting is a one-time procedure. Once fingerprinted through us, it is indefinitely valid at any school inside SJUSD only. However, if the applicant was printed before 2011 we might ask the volunteer to come back for re-print to meet the new FBI requirement that took effect after 2010. Also, we may ask the volunteer to come in for re-prints if the images used for the initial prints were not clear enough for the FBI and/or DOJ to read.

**Where can I get the TB test done?**

TB test can be done through your own medical provider at your own expense. If the person has no insurance, there are many clinics that perform TB testing at a low cost. Attached is a flyer of the TB clinic conveniently located across the street from the District Office.

**How often should TB test be done?**

TB testing should be updated every 4 years if a skin or blood test is performed. If a Chest X-Ray (CXR) is performed, this is needs to be brought up to date every 10 years.

**Why do I need to complete a “Return Volunteer” form every year?**

Whenever the “Return Volunteer” forms are reviewed in HR, we check for the TB and fingerprinting records. We then notify the school secretary when the volunteer was cleared for fingerprints and whether or not the volunteer should give us an update of their TB. If the TB is expired, the volunteer cannot continue work until we receive and updated TB report. This also helps us know who is volunteering each year in our schools.

**Can I have fingerprints done, and then turn in the TB test results later?**

No, we need to know that your TB results are **negative** before we proceed with the fingerprinting. If your TB results are positive, a Chest X-Ray (CXR) must be performed. The CXR report should reflect that your lungs are normal or that there are no signs of TB.

**Can I volunteer at multiple school sites during the same school year?**

Yes. Fingerprints are good for any school inside SJUSD. To volunteer at multiple schools, we need the initial packet to be completed (if not yet fingerprinted) then a completed and signed **“Returning Volunteer”** form from each one of the schools.