

San Diego Unified School District's New Volunteer/Fieldwork Requirements

San Diego Unified School District now requires specific documentation from individuals who are volunteers, tutors, and classroom observers. If you plan to fulfill your fieldwork requirements for this course in the SD District, you will need to do the following PRIOR to beginning your fieldwork. Each school will have an appointed Volunteer Coordinator. However, if a school hasn't yet named this individual, your contact will be the school secretary.

If you go to more than one SD District school during the semester and are at the schools on a regular basis (more than once or twice), you will need to complete a Volunteer Application for each site. The TB test and background check need to be done only once. **PLEASE KEEP A COPY OF YOUR BACKGROUND CHECK AND TB TEST. YOU WILL MAKE A COPY FOR EACH SCHOOL.**

Volunteers will be screened annually by the district (TB test good for 4 years, see below). It could take several weeks to process your paperwork, so please begin the process immediately. The following are required:

1. Obtain a TB test as soon as possible. TB testing is available at no cost through the San Diego Unified School District. You will find a schedule of TB testing available by the District at http://www.sandi.net/personnel/hr/employment/employment.htm#salary_schedule . On the right of the web page, you will find a link to the TB test schedule. [Your TB test is good for four (4) years.] Obtain your Tuberculosis Clearance Card.
2. Print and fill out the top portion of the form to request a volunteer background check/fingerprinting, which may be downloaded at http://www.sandi.net/depts/comm_relations/background_check_request.pdf . Take this form with you when you request a volunteer placement at a specific school in the San Diego District.
3. Choose a school where you would like to volunteer. Contact the Volunteer Coordinator as soon after classes start (Sept. 8) as possible. Be prepared to provide information concerning the times you will be available, grade level you would like to volunteer in, and contact information.
 - a. Present a valid current government-issued photo ID (e.g., driver's license, military ID).
 - b. Present your Tuberculosis Clearance Card.
 - c. Complete the "School Volunteer Application" (3-part NCR form) that is available at the school.
 - d. Present the volunteer background check/fingerprinting form and ask what you need to do to complete it.
 - e. When you are contacted, discuss your specific placement with a teacher. Make a photocopy of your background clearance.
4. If you will volunteer for more than two visits at another school, present your photo ID, TB Clearance Card (good for 4 years), and background clearance (good for one year) to the Volunteer Coordinator of the second school. Complete the School Volunteer Application.