

# School Volunteer Registration Process

<https://www.engagemiamidade.net/community-volunteer-regist>

## New School Volunteers and Mentors

After registering and logging into one of the portals (Student, Parent, Employee, Community), follow these steps:

1. Click the **Apps/Services/Sites** tab at the top
2. Click on **Be a School Volunteer**
3. Fill out the personal information and click **Submit**
4. Choose your school(s) and activity(ies) in which you wish to volunteer and click **Submit** (A background check will be completed at this time).
5. A message will appear at the bottom showing your status (ex. Background check and process -- Please allow 4 days for results)
6. After successful background check clearance, visit your selected school/location and show your photo identification for final approval.

## Returning School Volunteers and Mentors

You will need to re-register each year to become a volunteer or mentor. Login to your portal using your username and password and update the information in your application including school(s), and activity(ies) and click Submit.

Level 1 volunteers will require a new background check every year.

Level 2 volunteers will require a new fingerprint check every five years.

## Retired/Former Employees

If you are a retired or former employee of M-DCPS and registered to be a volunteer through the Employee portal while still employed, you will need to create a new Community portal account and register to be a volunteer through the community portal.

## Fingerprinting Process (Level 2 Volunteers Only)

For identified high security positions, Level 2 Volunteers must undergo a full fingerprint check with Miami-Dade County Public Schools. Please note, you may **not begin** service until you are cleared at Level 2 and have met the requirements for that position indicated. Your school or work location will contact you once you have been cleared.

Level 2 Volunteers are listed as the following:

**Certified Volunteer** (District training required, 305-995-2995)

- **Listeners/ Oyentes** (Listeners training required, 305-995-2995)
- **Mentor** (Mentor Training Required)
- **Overnight Chaperone** (all grade levels, school site signature required)
- **Physical Education Assistant** (all grade levels, school site signature required)

\*Volunteers not listed above are considered Level 1 Volunteers and do not require fingerprinting.

Schedule an appointment with the Fingerprinting Department at least 24 hours prior to your requested date by calling 305-995-7472. Please arrive approximately ten minutes prior to appointment time at 1450 NE 2nd Avenue, Room 110 Miami, Florida 33132.

## PLEASE BRING THE FOLLOWING TO YOUR SCHEDULED APPOINTMENT

1. **Fingerprint Fee Waiver Request** (signed in blue ink by the school Principal or work site administrator)
2. **A current government issued photo identification** (Non-expired driver's license, passport, etc.)
3. **Social Security Card** (If the card is lost, a pay stub, W-2 or insurance card showing the entire SSN is acceptable. You may also obtain a social security number verification form for a lost card by contacting 1-800-772-1213 or visiting the office nearest you. In case you were not issued a Social Security Number, please notify the Fingerprinting Department at the time the appointment is made.)

Please allow 5 business days for fingerprint results.

The Palmetto Middle contact person for your final clearance is Mrs. Beasley whose email address is [pearls@dadeschools.net](mailto:pearls@dadeschools.net). Mrs. Beasley requires a photocopy of your current driver's license or state approved I.D. You can leave a copy at the Main Office or ask to see Mrs. Beasley in Room 236.

If she is unavailable, Office staff will leave your photocopy in her mailbox. It would be helpful to provide your phone number on the photocopy as Mrs. Beasley will contact you once you are approved.

If you have any questions about this email or volunteer opportunities through the PTSA, feel free to reply to this email.

Thank you and I look forward to serving alongside you,

Virginia Bertot  
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