

# SCHOOL VOLUNTEER PROGRAM

## FINGERPRINT PROCESS

2026-2027



# SCHOOL VOLUNTEER PROGRAM FINGERPRINT PROCESS JOB AID

**PLEASE CHECK WITH YOUR SCHOOL'S ADMINISTRATION TO CONFIRM IF FINGERPRINTING IS NEEDED FOR YOUR VOLUNTEER ASSIGNMENT.**

Applicants who submit a School Volunteer Program application as a Tier III volunteer through the Online Management System (<https://volunteerapp.lausd.net/>) will receive a confirmation receipt that includes a volunteer ID number.

Completion of a Live Scan fingerprinting is required for all Tier III volunteer opportunities. Using the volunteer ID number, applicants must schedule a Live Scan appointment by visiting [www.applicantservices.com/LAUVOL](http://www.applicantservices.com/LAUVOL). Appointments may be scheduled at one of more than 1,000 service locations available through the District's service provider, at no cost to the volunteer.

**Note:** Entry of a social security number is requested for all Tier III applications to automatically generate a Success Factors Profile. Starting in the 2026-2027 school year applicants are no longer required to create a Success Factors profile.

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## Note for NEW Applicants

If you are a NEW volunteer with Los Angeles Unified, you will need to complete the Live Scan process to serve as a Tier III volunteer. Make sure to create a Live Scan appointment at [www.applicantservices.com/LAUVOL](http://www.applicantservices.com/LAUVOL).

## Note for Existing and Active Tier III Volunteers

If you are an active Tier III volunteer for the 2026-27, you do not need to complete another Live Scan appointment when applying to volunteer at a new school site. Volunteers must continue to log-in to the Volunteer Management System using the same email account to ensure the system automatically prepopulates their data when applying to volunteer at a new school site. School site personnel should ask their Tier III applicants if they are currently an approved Tier III volunteer at another school site to avoid duplicating the fingerprint process.

## Returning Applicants Who Do Not Reapply Before the First 60 Days of School

If a returning Tier III Volunteer from school year 2025-26 does not reapply to volunteer for the new school before the first 60 days from the first day of school, they will need to complete the Live Scan process again in order to continue serving as a Tier III volunteer. The deadline for fiscal year 2026-2027 is November 12, 2026.

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## Step 1 – Set Up Your Live Scan Appointment

1. Visit <http://www.applicantservices.com/LAUVOL> and watch the video in its entirety.

Next:

- Enter your email address.
- Check your email mailbox for a log-in code.
- Enter the log-in code in the box indicated to continue to the next step.

2. Complete the required fields.

Click “Next” to move to the next page.

- You will need the first 5 digits of the Volunteer AppID.
- You will not incur any fees as long as you follow the process accurately.

3. Enter your zip code or address to select the desired fingerprinting location. Once you have selected the fingerprinting location, you will need to watch the video to continue to the next step.

4. After booking your appointment, you will receive an email containing a QR code and the necessary details for your appointment. A reminder email will be sent to you 24 hours before the appointment. Please bring your identification and the QR code with you to the appointment to ensure you are not charged with any fees.

5. Once the clearance is provided, the Office of Student, Family, and Community Engagement will input the clearance date into the Volunteer Management System, and the volunteer site will approve the application.

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Once the volunteer application has been reviewed, processed, and approved, you will receive an email with a temporary badge from the Office of Student, Family, and Community Engagement. You will need to attend a mandatory Volunteer Orientation at your school site before starting your volunteer service.

The fingerprint clearance process can take up to 30 days to complete. If Live Scan results have not been recorded on the Volunteer Application within 60 days, the volunteer must schedule another fingerprint appointment to complete the Live Scan process. If you have questions, call 213-481-3350 or email [families@lausd.net](mailto:families@lausd.net).