SCHOOL VOLUNTEER PROGRAM 2026-2027 PROCESS

Fingerprint clearances can take up to 30 days

STAGE 1

Applicant contacts the school to ask about volunteer opportunities and procedures

LAUSD requires all volunteers to complete an online application *

Active LAUSD employees interested in volunteering must complete an online application

Assistance is provided by the Parent and Family Center and site designee.

STAGE 2 APPLICANT

The school site provides guidance on the requirements for each Tier and needs of the school

Tier II

- Submit an online application
- **Provide the TB clearance to the school stie**

Tier III

- Submit an online application
- **Provide the school the TB clearance**
- Entering the social security number into the application will automatically create the Success Factors profile
- Must make an appointment for LiveScan by visiting www.applicantservies.com/LAUVOL

The online application can be accessed at **https://volunteerapp.lausd.net/**

STAGE 2 SCHOOL

The LAUSD Strategic Plan: process volunteer applications within 20 days after receiving all documents

Tier II

- Review the application
- Contact the applicant to access missing documents
- Enter the TB Clearance
- Conduct the Megan's Law Clearance and enter date

Tier III

- Review the application
- Contact the applicant to access missing documents
- Enter the TB Clearance
- Conduct the Megan's Law Clearance and enter date
- Enter Live Scan Information

Certify or Deny the application

STAGE 3 SFACE

SFACE staff will complete the final review and approval of the application

If an application requires correction, SFACE will document the application and send it back to the school site to resolve the Incomplete or Error status

If no corrections are needed, the application will be processed and approved

An email is sent to the volunteer with their temporary badge, good for 30 days

SFACE will mail lanyards and badge holders to the school site

STAGE 4 SCHOOL

Contacts the volunteer to attend the mandatory orientation prior to supporting with volunteer services

An official LAUSD volunteer badge will be printed by the school site using the approved copy in VMS

STAGE 4 VOLUNTEER

After attending the mandatory orientation the volunteer will be advised of their volunteer schedule

- Must sign-in and out
- **BADGE MUST STAY IN SCHOOL**