

LAUSD Volunteer Application

JOB AID 2025-2026

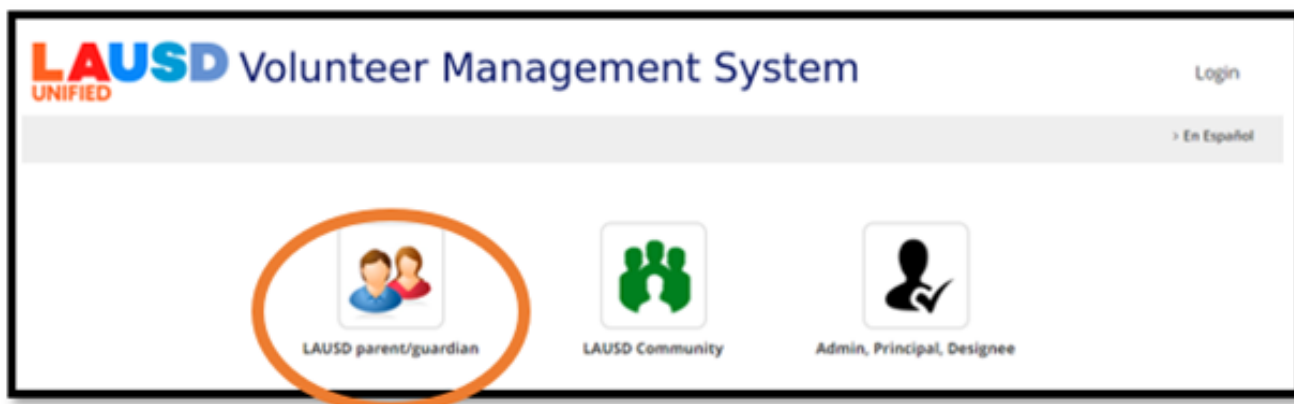
Every volunteer, new or returning, must submit an online application to volunteer each year. Returning applicant should use the email address used the previous year to ensure the new application is prepopulated with your personal information. All volunteers electronically sign a COVID-19 liability waiver embedded in the online volunteer application. Once approved, the volunteer will receive an approval letter and temporary badge by email. An official badge will be mailed to the school site via school mail.

Step 1 - Create an account

Log in to <https://volunteerapp.lausd.net>

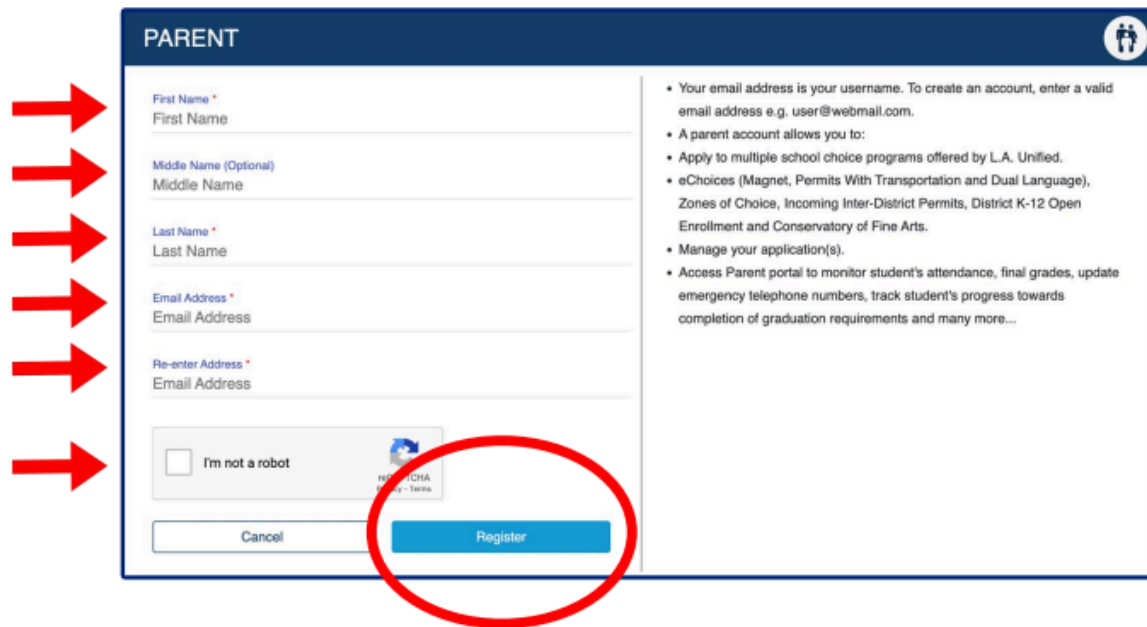
- This will bring a prospective applicant to the LAUSD Volunteer Application screen. Select **LAUSD parent/guardian**. Non parent/guardian applicants will select **LAUSD Community**. On the following screen, for NEW volunteers select Register.

NOTE: If the prospective volunteer has a Parent Portal account, they will enter their Parent Portal Username and Password and click, **Log In**. Then, continue to Step 3.

The screenshot shows the 'Parent Authentication' login page. At the top left are three icons and the text 'Parent Authentication'. Below that is a 'Parent Login' section with a 'Username' field (placeholder: 'Your email address'), a 'Password' field, and a 'Forgot your password?' link. To the right of the fields is a list of notes: 'Username is the email address you used for account registration.', 'Session times out after 60 minutes.', and 'If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.' At the bottom are 'Register' and 'Log in' buttons, with the 'Register' button circled in orange.

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Fill out the required fields using the applicant's full legal name (**First Name, Last Name, Email Address, Re-enter Email, Captcha code for security purposes**) and click **Register**.



The screenshot shows the 'PARENT' registration form. On the left, six red arrows point to the following fields: 'First Name', 'Middle Name (Optional)', 'Last Name', 'Email Address', 'Re-enter Address', and the 'I'm not a robot' checkbox. On the right, a list of bullet points describes the benefits of a parent account. At the bottom, the 'Register' button is circled in red.

PARENT

First Name *
First Name

Middle Name (Optional)
Middle Name

Last Name *
Last Name

Email Address *
Email Address

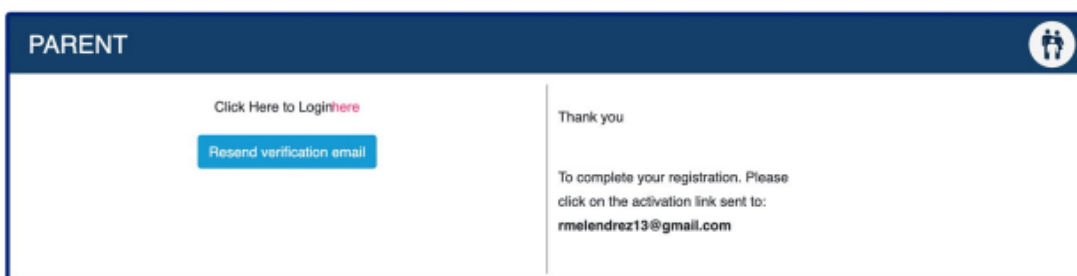
Re-enter Address *
Email Address

☐ I'm not a robot

Cancel Register

- Your email address is your username. To create an account, enter a valid email address e.g. user@webmail.com.
- A parent account allows you to:
- Apply to multiple school choice programs offered by L.A. Unified.
- eChoices (Magnet, Permits With Transportation and Dual Language), Zones of Choice, Incoming Inter-District Permits, District K-12 Open Enrollment and Conservatory of Fine Arts.
- Manage your application(s).
- Access Parent portal to monitor student's attendance, final grades, update emergency telephone numbers, track student's progress towards completion of graduation requirements and many more...

Once the applicant has registered, the applicant will receive the following message:



The screenshot shows the confirmation message after registration. It includes a 'Click Here to Login' link, a 'Resend verification email' button, and a 'Thank you' message with instructions to click on the activation link sent to the email address rmelendrez13@gmail.com.

PARENT

Click Here to Login [here](#)

Resend verification email

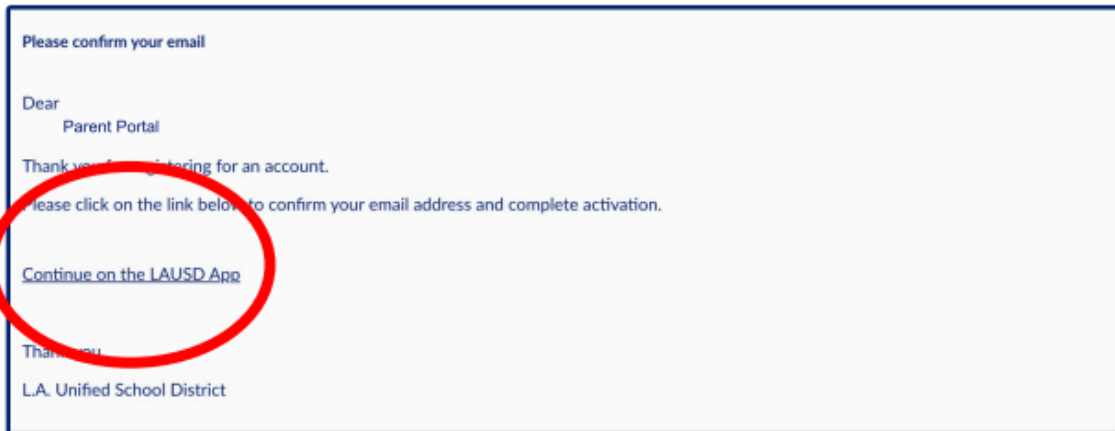
Thank you

To complete your registration. Please click on the activation link sent to:
rmelendrez13@gmail.com

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Step 2 – Activate an account and create a password

Log in to the email account used to create an account and search for an email message from noreply@lausd.net (check Junk or SPAM mail if the message is not in the main Inbox). click on the link to [Active my LAUSD Account](#).

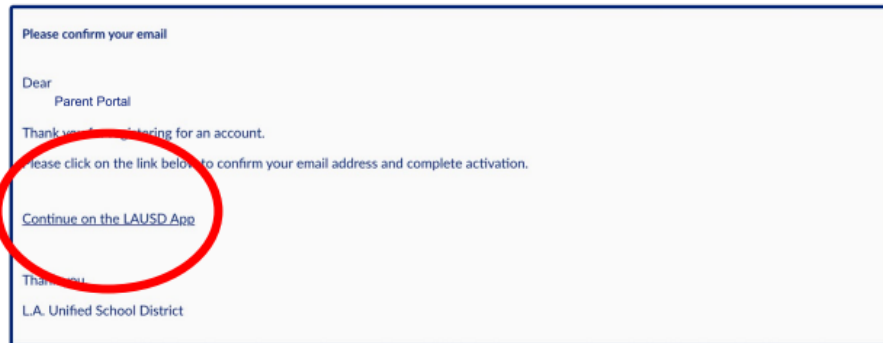


The next screen will prompt the applicant to create a password. Make sure the password follows the password criteria. Click submit.

A screenshot of the "PARENT" password creation screen. It features two input fields: "Password" and "Confirm Password", both with red asterisks and masked with dots. To the right, a "Password Criteria" list includes: "At least 10 characters", "At least 1 upper case letter", "At least 1 numeric character", "Must include at least 1 special character", "Cannot be common names or commonly used words (e.g. 'password1', 'JohnSmith47')", "Cannot exceed 24 characters", and "Password and Re-enter password must match". At the bottom are "Cancel" and "Submit" buttons, with the "Submit" button circled in red. Two red arrows point to the password fields from the left.

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Once the account password is set, the applicant will get a message that the account activation is complete. It will ask the applicant to click here to log in.



The LAUSD APP menu will appear. Click on the green Login button.



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Click on the PARENTS button to continue to the next step.

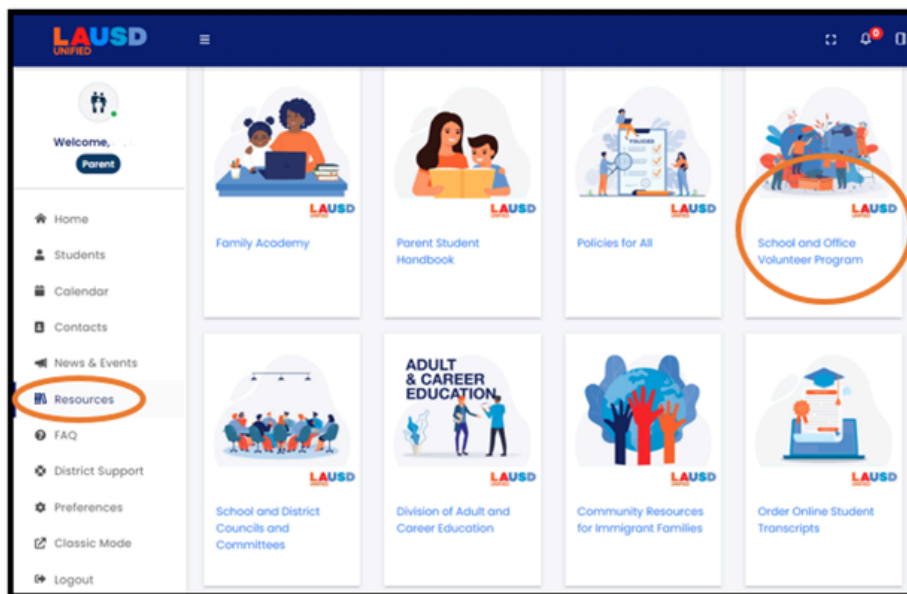


Enter your email address, Password, click on the CAPTCHA, and click on the blue Login button to continue to the next step.

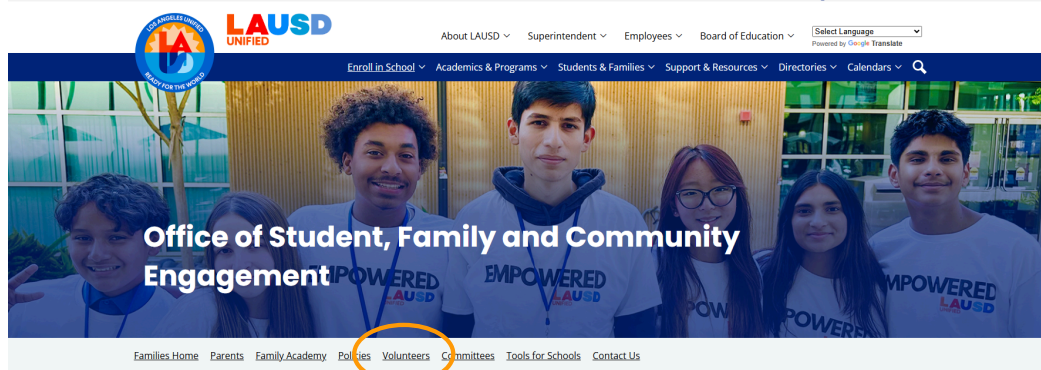
The image displays the "PARENT" login form within a dark blue header. The form includes a "User Name" field with the placeholder text "Your email address", a "Password" field with a toggle icon, and a reCAPTCHA "I'm not a robot" checkbox. To the right of the input fields is a list of terms and conditions. At the bottom, there are links for "Forgot Password?" and "Register", along with "Cancel" and "Login" buttons. Three red arrows on the left point to the "User Name", "Password", and reCAPTCHA fields, while a fourth red arrow on the right points to the "Login" button.

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On the left hand side, scroll down to Resources and click on that icon. Then scroll down to find School and Office Volunteer Program icon and click.



Click on Volunteers continue to the next step.



Scroll down to find the hyperlink, <https://volunteerapp.lausd.net> and click.

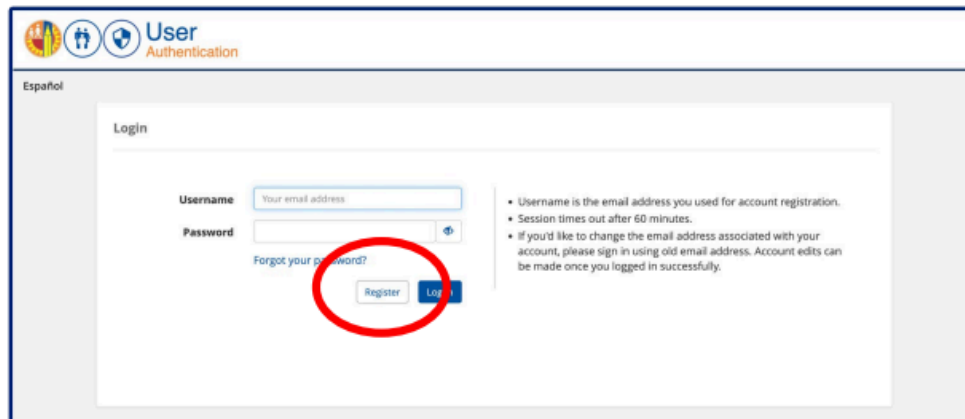
Volunteer Application Process

- Any person interested in participating in a school's volunteer program, including continuing volunteers, prospective virtual volunteers, prospective on-campus volunteers, LAUSD employees, community members and interns, must complete the online volunteer application in the School Volunteer Management System.
- A volunteer can access the online application at <https://volunteerapp.lausd.net>.
- If a person does not have access to the necessary technology to complete the online volunteer application, the school will designate an employee to assist in completing and submitting the online application with the person. Volunteers serving at more than one LAUSD school must have an approved online application for **each** school before they can begin service.
- Tuberculosis clearance, including a screening or negative test result, is to be provided to the school site before the campus begins the processing of the application. The form, which can be provided to a medical provider, is available at https://families.lausd.org/apps/pages/index.jsp?uREC_ID=4390902&type=d&pREC_ID=2608601.
- A waiver of liability is required to participate in on-campus volunteering in the LAUSD School Volunteer Program, showing agreement with the terms and release of liability. This is completed directly on the application.
- Once the online volunteer application is completed and submitted electronically, the application may be approved or denied by the site principal or the principal's designee.
- The Office of Student, Family and Community Engagement provides a final review before approving the application.

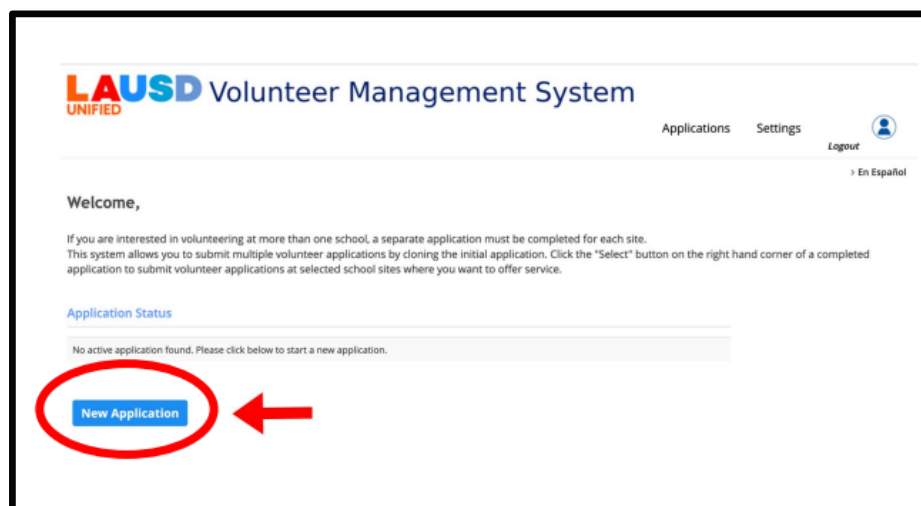
LAUSD Volunteer Application

Step 3 – Fill out the LAUSD Volunteer Application

Selecting Login will take an applicant to the LAUSD Volunteer home page. Select **LAUSD parent/guardian**, enter the email (username) and password, and select **Log In**. Non parent/guardian applicants will select **LAUSD Community**, enter the email (username) and password, then select **Log In**.



Once logged in, the applicant will be directed to the Volunteer Application home page where a new application can be created.



LAUSD Volunteer Application

Personal Information

Enter the full legal name in the First Name and Last Name fields. If the applicant has another name, it should be entered in the Other Name field. Birthday and gender are required.

The screenshot shows the 'LAUSD UNIFIED Volunteer Management System' interface. At the top, there are links for 'Applications', 'Settings', and a 'Logout' button. A progress bar indicates the current step is '1 Personal Information', with previous steps being 'Start' and 'Application', and future steps being '2 Volunteer Type', '3 Intake Form', and 'Review/Submit'. A green message states: 'You may submit one legal name for each volunteer application. Do not submit multiple names such as another parent or person who is also seeking to volunteer. One application per person applying for the School Volunteer Program.' Below this, a blue link says 'Personal Information Use name listed on government records (e.g. License/ID)'. The form fields include: 'Legal First Name', 'Legal Last Name', 'Legal Middle Name', 'Maiden Name', 'Other Name', 'Birthday *', 'Email address', and 'Gender *' with radio buttons for 'Male' and 'Female'. A 'Change personal information' link is at the bottom left.

Contact Information

Fill out the Address, City, State, Zip Code, and at least one phone number. Enter Emergency Contact Name, Phone number and Relationship are required.

The screenshot shows the 'Contact Information' section of the form. It includes fields for 'Address *', 'City *', 'State *', 'Zip Code *', 'Primary Phone # *', 'Cell Phone #', 'Home Phone #', and 'Work Phone #'. Below this is the 'Emergency Contacts' section, which includes fields for 'Emergency contact name *', 'Relationship *', 'Phone # *', 'Alternate emergency contact name', and 'Relationship'. The form is pre-filled with example data: Address: 123 Apple Jack Road, City: Los Angeles, State: CA, Zip Code: 90026, Primary Phone: (213) 123-4567, Emergency contact name: Mary Little Lamb, Relationship: Spouse, Phone #: (213) 123-4567.

LAUSD Volunteer Application

Application Type

Select the appropriate application type and identify the Languages Spoken. Click on Next to continue.

The screenshot shows the 'Application Type' form. At the top, under 'Application Type', there are three radio button options: 'School volunteer' (selected), 'LA's BEST Afterschool Enrichment Program', and 'Everyone Mentors LA'. Below this is the 'Additional Information' section, specifically 'Languages Spoken'. It features a grid of checkboxes for various languages. 'English' is checked. Other languages include Armenian, Cantonese, Farsi, Cambodian, Persian (Farsi), Spanish, Mandarin, Tagalog, Japanese, Thai, Ukrainian, Korean, Russian, Vietnamese, Laotian, Pashto/Pashtu, and Other. At the bottom left is a 'Return to home page' button, and at the bottom right is a blue 'Next' button.

Volunteer Type (Parent or Community Member)

Select Volunteer Type, applying for, and identify if applicant is a parent/legal guardian of a child in a LAUSD school, Community member or non-custodian family member. Click on Next to continue.

The screenshot shows the 'Volunteer Type' form. At the top, a progress bar indicates the current step is '2 Volunteer Type', with previous steps '1 Personal Information' and '3 School Placement' completed, and 'Review/Submit' as the final step. The 'Volunteer Type' section has two parts. The first part, 'I am a', has two radio button options: 'New volunteer' (selected) and 'Returning volunteer'. The second part, 'Applying for*', features a dropdown menu currently showing 'Select'. Below this is the 'Parents/Legal Guardians, Students, and Families' section. It has a sub-section 'I am a' with three checkboxes: 'Parent/legal guardian of a child at a LAUSD school' (checked), 'Community member or non-custodian family member', and 'Other type of volunteer'. At the bottom left is a 'Previous' button, and at the bottom right is a blue 'Next' button.

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Volunteer Type (LAUSD Employee)

Select Other type of volunteer and select employed by LAUSD and enter employee number. Click on Next to continue.

The screenshot shows the 'Volunteer Type' section of the LAUSD Volunteer Application. The title is 'Parents/Legal Guardians, Students, and Families'. Under 'I am a', there are three radio button options: 'Parent/legal guardian of a child at a LAUSD school', 'Community member or non-custodian family member', and 'Other type of volunteer'. The 'Other type of volunteer' option is selected. Below this, there are two radio button options: 'an intern' and 'employed by LAUSD'. The 'employed by LAUSD' option is selected. To the right of these options are three input fields: 'Employee ID', 'LAUSD Email', and 'Hiring Date'. At the bottom left is a 'Previous' button and at the bottom right is a 'Next' button.

Waiver and Release of Liability

Read the Waiver that displays on the screen. After reading the waiver, select *Yes, I Acknowledge and Agree* or *No, I Do Not Agree*. Note, if the applicant selects No, the applicant will not be able to volunteer on campus.

The screenshot shows the 'Waiver and Release of Liability' section of the LAUSD Volunteer Application. At the top, there is a progress bar with five steps: 'Start', 'Personal Information', 'Volunteer Type', 'School Placement', and 'Summary'. The 'Volunteer Type' step is currently active. Below the progress bar, the title is 'WAIVER AND RELEASE OF LIABILITY AND STATEMENT OF UNDERSTANDING REGARDING COVID-19 INFECTION (Waiver/Release)'. The text of the waiver is displayed, including a statement from the applicant and a statement from the LAUSD. At the bottom, there are two buttons: 'YES, I ACKNOWLEDGE AND AGREE.' and 'NO, I DO NOT AGREE.'. There are also 'Previous' and 'Next' buttons at the bottom left and right respectively.

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Communications and Media Relations

Read the Waiver that displays on the screen. After reading the waiver, select *Yes, I Acknowledge and Agree* or *No, I Do Not Agree*. **Note**, if the applicant selects *Yes*, you fully authorize and grant the Los Angeles Unified School District and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the above named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as "Recordings"), for the purposes stated or related to the above.

☐ Check this box if you accept the Los Angeles Unified Media Release Waiver (optional).

Use the following link to download the Media Release Waiver.

[LAUSD Media Release Waiver](#)

[LAUSD Publicity Release Waiver](#)

Location Placement (without a child enrolled at the site)

If the applicant has a child enrolled in a site, see second example.

Location Placement

Have you ever been convicted of crime involving children? *

☐ Yes ☒ No

I want to volunteer at *

PC-SC BASED EA UNIT ▼

I have children attending this School *

☐ Yes ☒ No

LAUSD Volunteer Application

Location Placement with child enrolled at the site

If the applicant has a child enrolled at the site, the applicant will need to enter the child's legal full name and birthday. Must click Add Student. If more than one student, continue to add students.

The screenshot shows the 'Location Placement' section of the application. It includes the following fields and options:

- Have you ever been convicted of crime involving children? *** with radio buttons for ☐ Yes and ☒ No.
- I want to volunteer at *** with a dropdown menu showing 'PC-SC BASED EA UNIT'.
- I have children attending this School *** with radio buttons for ☒ Yes and ☐ No.
- Please include name(s) of student(s) and birth date(s) *** with a table below:

	Legal First Name	Legal Last Name	Birthday	
1	Apple	Granny Smith	01/01/2001	Edit Delete

Below the table are input fields for 'Legal First Name', 'Legal Last Name', and 'Birthday', followed by a blue 'Add Student' button.

Select days and times and indicate the number of hours as well as where the applicant would like to volunteer. Click on Review to Submit Application.

Note: A pop-up message will appear for Tier III applicants requirements.

The screenshot shows the 'Availability' section of the application. It includes the following fields and options:

- I want to volunteer the following times and days *** with checkboxes for Mornings, Afternoons, Evenings, and days of the week (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday). ☒ Mornings, ☒ Tuesday, and ☒ Thursday are selected.
- Maximum number of hours I can serve each week *** with a text input field containing '5'.
- Volunteer Area** section with the text 'I would like to volunteer in the following areas *' and two columns of checkboxes:

Tier II Volunteers	Tier III Volunteers
<input checked="" type="checkbox"/> Classroom Volunteer	<input type="checkbox"/> One-on-One Tutoring**
<input type="checkbox"/> Campus Volunteer	<input checked="" type="checkbox"/> Overnight Field Trip Chaperone**
<input type="checkbox"/> Field Trip/ Event Chaperone Volunteer	<input type="checkbox"/> Cafeteria Volunteer**
<input type="checkbox"/> Office Volunteer	<input type="checkbox"/> Student Activities Volunteer**
<input type="checkbox"/> Room Parent	
<input type="checkbox"/> Parent and Family Center Volunteer	

At the bottom left is a 'Previous' button, and at the bottom right is a blue 'Review to Submit Application' button.

Callout Box: Contact your school to confirm Tier III volunteer opportunities. If the school needs Tier III volunteers, click here for the [Fingerprint Process Job Aid, Success Factors Profile](#) (must be created) and set up an appointment for [LiveScan](#).

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Review and Submit

The applicant will review the application carefully. If the applicant needs to make changes, select the **Edit** button next to the area that needs to be changed. Once the information has been verified click on the **LAUSD Volunteer Commitment form** to agree and abide by the commitments. Then click on the box , "*I certify that all information I have provided above is true*" to electronically sign the form by typing your name in the signature line, and **Submit Application**.

☐ I certify that all information I have provided above is true. By typing my name below, I commit to abide by District policy. I hereby affirm through the following electronic signature that all information I have provided in this volunteer application is true. I commit to following the **LAUSD Volunteer Commitment form** and District policy.

Signature (Type your Name) _____ Date 7/24/2023

Submit Application

The following screen will appear after submitting the application. Note, if there is any information missing or pending update, the application will indicate there is an error. The applicant should contact the school site to provide any necessary information. Take note of the Vol ID number.

Your application has been submitted successfully!

Next Steps for On-Campus Volunteer:

1. Save a copy or screenshot of your application.
2. Confirm with the school site or office where you have applied that you have successfully submitted your application. Reference your Vol ID found in the orange box below.
3. Visit <https://dailypass.lausd.net> to create a Daily Pass account and upload proof of COVID-19 vaccination. LAUSD parent/guardian and community volunteers can select the "Parent" option create an account and use the same email and password from the Volunteer Management System.
4. If you have any questions about the status of your application, reach out to your volunteer site first. If the issue is not resolved, please contact your Region Family and Community Engagement team office (please refer to the landing page of the Volunteer Management System for the contact information).

[Print](#) [Application home](#)

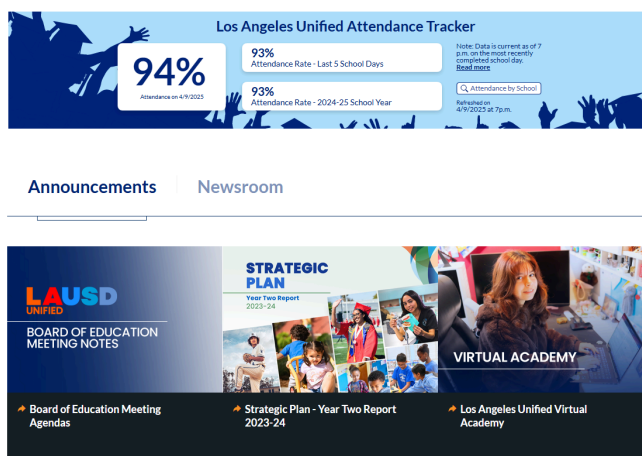
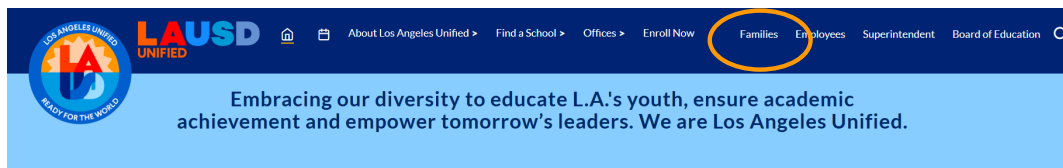
Submitted on 7/24/2023 10:34:02 AM	Vol ID: 158524 App ID: 202396	Pending School Review School Year: 2023
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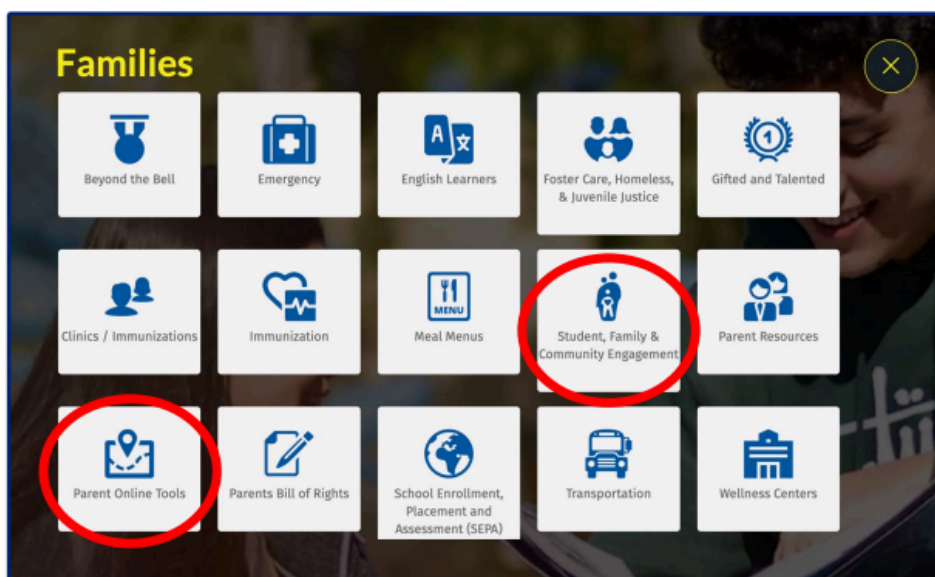
Step 4 – For volunteer login and resources

Visit <https://volunteerapp.lausd.net>.

Or log into lausd.org/domain/4. Click on Families in the upper right side of the screen.



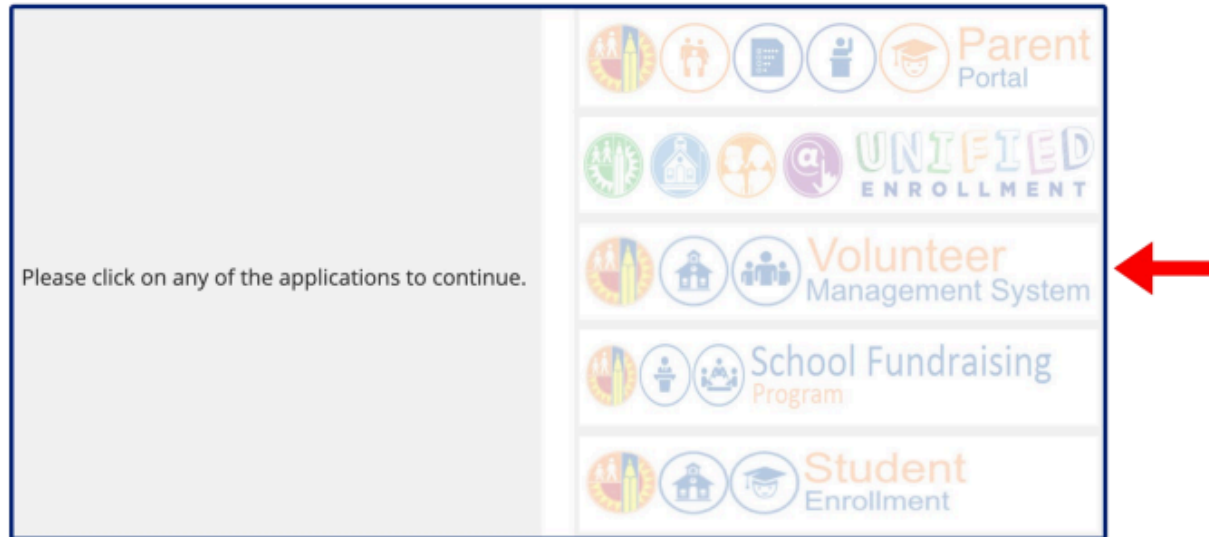
Select Parent and Community Services or Parent Online Tools from the menu.



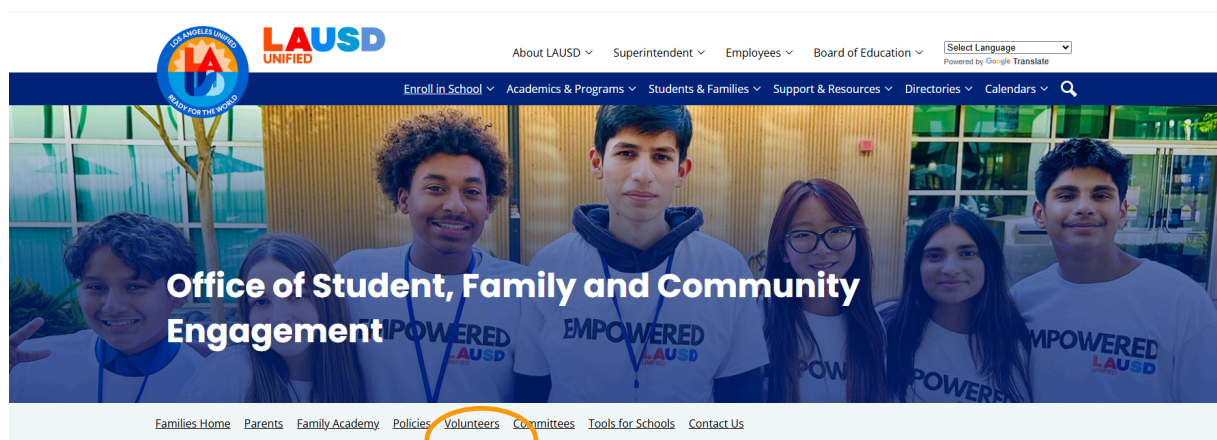
*For resources, click on the Student, Family & Community Engagement link.

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If the applicant selected [Parent Online Tools](#), they will click on the [Volunteer Management System](#) to access the login page as a LAUSD parent/guardian, LAUSD Community or Admin, Principal, Designee.



If the applicant selected the Parent and Community Services home page, click on [Volunteers](#).



LAUSD Volunteer Application

Volunteer Resources

On this page, the applicant can access the volunteer bulletin, access printable resources, and access the online Volunteer Management System directly. The volunteer guide can be viewed to learn more about the steps in the volunteer application process.

Welcome to School Volunteer Program

Thank you for your volunteer service at Los Angeles Unified!
We are now accepting applications for the 2024-2025 school year.

New and returning School Volunteer Program applicants can apply to offer their talents as a school and office volunteer for the 2024-2025 school year. The newest version of the Guide to Volunteering is available for download at <https://www.lausd.org/volunteer>. This resource provides general information about the process at Los Angeles Unified for parents and community to be approved as a volunteer.

School Volunteer Program Designees: If you have any questions, please contact your [Region, Family, and Community Engagement Team](#). Our team will work with school sites to process applications, as we are aware many volunteers wish to serve on their campuses at the start of the new school year. We are monitoring data to process applications in a timely manner. For time sensitive requests email families@lausd.net.

APPLY TODAY BY VISITING: <https://volunteerapp.lausd.net/>

¡Gracias por su servicio como voluntarios del Distrito Unificado de Los Angeles!
En estos momentos estamos recibiendo solicitudes para el año escolar 2024-2025.

Los solicitantes del Programa de Voluntarios Escolares nuevos y continuos pueden presentar una solicitud para ofrecer sus talentos como voluntarios en las escuelas y las oficinas para el año escolar 2024-2025. La versión más reciente de la Guía para el Voluntariado está disponible para descargarse en <https://www.lausd.org/volunteer>. Este recurso proporciona información general para los padres y la comunidad del Distrito Unificado de Los Angeles sobre el proceso de aprobación como voluntarios.

Personal Designado para el Programa de Voluntarios Escolares: Si tiene alguna pregunta, comuníquese con su [Equipo de Participación de Familias y Comunidad por Región](#). Nuestro equipo trabajará con los centros escolares para procesar las solicitudes, ya que sabemos que muchos voluntarios desean prestar servicios en sus planteles al inicio del nuevo año escolar. Estamos monitoreando los datos para procesar las solicitudes de manera oportuna. Si requiere asistencia inmediata favor de enviar un correo electrónico a families@lausd.net.

SOLICITA HOY VISITANDO: <https://volunteerapp.lausd.net/>

School Volunteer Program

2024- 2025 Guide to Volunteering in Los Angeles Unified

2024- 2025 Guide to Volunteering in Los Angeles Unified:
On-Campus and
Virtual Volunteers English | Spanish (Updated Version 1 May 27, 2024)

LAUSD Volunteer Application Job Aid (Version 1 May 2024)
English | Spanish

Quick Guide to Volunteering (Version May 2024)
English | Spanish

Fingerprint Process (August 2024)
English | Spanish

Attachment C1/C2 - Volunteer Commitment Form
English | Spanish

Volunteer and Parent Portal Support

Contact your region's Family and Community Engagement Office for assistance.

- Region East (323) 224-3382
- Region North (818) 654-3600
- Region South (310) 354-3230
- Region West (310) 914-2124
- Virtual Academy (213) 241-0113
- LAUSD Family Hotline (213) 443-1300

Color Code Key

Pending	The application is pending school site approval.
Processing	The application is in process. It has been approved by the school site and is pending final review and approval by the Office of Student, Family, and Community Engagement.
Approved	The application has been approved and the volunteer may begin service.
Denied	The application has been denied because the requirements were not fulfilled within 30 days. A reason for the denial and attempts to contact the volunteer are included in the VMS comment box of the application.
Incomplete or Error	The application requires school site review and action. The application is incomplete and may contain errors such as missing TB clearance date or Megan's Law review date.
TB Expired	The TB clearance for this volunteer has expired. Pause their service until a new clearance is provided.
Fingerprints Pending	This Tier III application is missing fingerprint clearance.