SCHOOL VOLUNTEER PROGRAM

2025-2026 PROCESS

Fingerprint clearances can take up to 30 days

STAGE 1

- **Applicant must contact the school to inquire 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

STAGE 2 APPLICANT

- **The school provided required guidance on the requirements for each Tier and need of the school**
- **Tier II**
  - Submit an online application
  - **Provide the school the TB clearance**
- **Tier III**
  - Submit an online application
  - **Provide the school the TB clearance**
  - **Create the Success Factors Profile**
  - **Schedule the Live Scan appointment**
- The online application can be accessed at **https://volunteerapp.lausd.net/**

STAGE 2 SCHOOL

- **The LAUSD Strategic Plan - process volunteer applications within 30 days after receiving all documents**
- **Tier II**
  - Review the application
  - Contact the applicant for missing documents
  - Enter the TB Clearance
  - Conduct the Megan's Law Clearance and enter date
- **Tier III**
  - Review the application
  - Contact the applicant for missing documents
  - Enter the TB Clearance
  - Conduct the Megan's Law Clearance and enter date
  - Enter ATI Information
  - Enter Candidate ID
- Approve or Deny the application

STAGE 3 SFACE

- **The SFACE staff will complete the final review and approval of the application**
- If an application requires correction, SFACE will document the application and send the application back to Incomplete or Error status for correction
- If no corrections are needed, the application will be processed and approved
- An email is sent to the applicant with their temporary badge, good for 30 days
- An official LAUSD volunteer badge will be mailed to the school site

STAGE 4 SCHOOL

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

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**