



The Bridge Builder – Linking Community
Resources to Meet School Needs

David L. Brewer III
Superintendent of Schools

Donnalyn Jaque-Antón
Executive Officer
Educational Services

Alvaro Cortés
Assistant Superintendent

Susan Snelgrove
Director

BEYOND THE BELL / LOS ANGELES UNIFIED SCHOOL DISTRICT

THE SCHOOL VOLUNTEER PROGRAM



Procedure for Registering School Volunteers

*It is necessary to register school volunteers with the School Volunteer Program Office so they may be covered by **LAUSD Workers' Compensation Insurance** in case of injury on school premises.*

A completed application submitted for processing must include the following:

1. **Principal's signature**, date signed.
2. **Volunteer signature** certifying he or she is not required to register as a sex offender, pursuant to Penal Code 290.
3. **Volunteer's signature must match the name printed** on the application.
4. **Volunteer's name and address must be legible on the application** to receive their identification card.
5. **Employees must submit** employee number at the time **application** is submitted.
6. A Tuberculosis Skin Test (Mantoux) **must be taken within six months prior to beginning a volunteer assignment.** Volunteers who are unable to take the Mantoux skin test or receive a chest x-ray due to pregnancy or other medical circumstances must provide a signed statement (dated within six months prior to beginning a volunteer assignment) from a licensed doctor stating that the volunteer is not carrying the TB virus and is not at risk of contaminating the greater population
7. If the Tuberculosis Skin Test is positive, a chest X-ray is required. The results of the tests must be attached to the application when submitted to the School Volunteer Program Office. **X-rays must be taken within one year of beginning volunteer assignment.**
8. K-12 LAUSD students and employees are exempt from the tuberculosis test requirement.
9. The tuberculosis skin test and negative x-ray test are valid **for four years.**
10. **It is not necessary to resubmit the application of a continuing volunteer every year.**
11. The volunteer recipient school **keeps a copy of both the volunteer's application and TB Clearance form on file.**

The observance of these guidelines will serve to facilitate the efficient processing of volunteers, assist with legal inquiries and recognition programs.

Thank you for your cooperation and commitment to LAUSD parents and volunteers.