Completing an ISD Volunteer Application

ISSAQUAH SCHOOL DISTRICT 411

To access to the ISD Volunteer Application Portal please go to:
https://issaquahvolunteers.hrmplus.net. Click "Register" to create an application

On the next screen please fill out the following required fields:

1. E-mail address
2. First Name
3. Last Name
4. Password
5. Confirm Password

Once complete click "Register"

From the My Profile Information tab complete the sections highlighted in RED, then click the "NEXT" button to progress through the application.

Please enter your current contact information under the "Contact Info" tab

Personal Info	Contact Info	Disclosure	Confidential Data

Address: You must enter at least one address.

⊕ Add Address

	Address 1	Address 2	City	State	Zip	
✏	565 NW Holly Street		Issaquah	Washington	98027	

Phone: You must enter at least one phone number.

⊕ Add Telephone Number

Phone Number Type	Phone Number	Extension		#
Work Phone	(425) 837-7000		✏	

Please read the disclosure in its entirety, answering all of the questions truthfully. Once you have completed this portion enter today's date and save the Disclosure by clicking the "Save My Disclosure" button:

Click YES below to affirm the information you have provided herein is true and accurate.

◉ Yes ○ No

Enter today's date. Click the calendar to select a date.

`9/1/2017` 📅

If you have any questions about completing this disclosure, please contact the Issaquah School District, email to volunteers@issaquah.wednet.edu or call us at 425-837-7000 Thank you.

Return To Top   💾 **Save My Disclosure**   📄 **Preview**

You will be taken to the "My Checklist" tab. Please complete all checklist items by clicking the title of the activity *(more instructions to follow)*.

ISSAQUAH SCHOOL DISTRICT 411 — *Learning locally, competing globally*   🔒 Logout

Home	My Profile	My Checklist	Management	System Manager	FAQ

My Checklist

⊟ Using My Checklist

CLICK EACH ACTIVITY TO COMPLETE THAT CHECKLIST ITEM.

✗ --indicates a required item that is not complete.
✔ --indicates an item is complete.
○ --indicates an optional item.
☑ Click to view My Checklist on any page.
ⓘ Click to view HELP on any page.

You may click the **Application Summary** button below to preview and print a report displaying information you have added to your application record. If the report does not appear, check for a pop-up blocker and allow pop-ups from this site.

Your Current Status is ⓘ Incomplete

📄 Application Summary

Activity	Status	Date
Volunteer Agreement	✗	
Volunteer Preferences	✗	
Volunteer Orientation 2016-17	✗	
My Uploads	✗	
Submit Verification Signature	✗	

Event	Date
No data to display	

Click on an activity to complete that particular checklist item.

*Once a checklist activity has been successfully complete the red **X** will become a green check mark. The item will NOT be complete until it is a green checkmark* ✔

Checklist Item: Volunteer Agreement

Please read the statement in its entirety. If you understand/agree click YES to verify that you do in fact understand/agree to adhere to the Roles and Expectations, Responsible Use Agreement, and Confidentiality statements described.
Save the Disclosure by clicking the "Save My Disclosure" button

| Home | My Profile | My Checklist |

Volunteer Agreement

VOLUNTEER AGREEMENT
The Issaquah School District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. We thank you for your assistance and support. To safeguard student and student records, it is necessary that all volunteers be screened and trained regarding their involvement with students and school activities. Staff and volunteers should allow a minimum of forty-eight (48) hours after all online application requirements have been completed and submitted for a volunteer applicant to receive clearance to begin serving as a volunteer. We thank you for your understanding of the need for these safeguards. **Please read each of the statements below carefully as you will be asked at the end of this activity to verify your understanding of and agreement to each item.**

Roles and Expectations

1. Volunteers serve as helpers. I understand that all volunteer activities are to be conducted under the supervision of district staff consistent with "Volunteer Orientation 2015-16" training and that all instructional service is to be rendered under the control and supervision of certificated staff.

2. Staff members will determine and notify volunteers if any specific training or direction is required before assisting with an activity. I will confirm assigned responsibilities and expectations with the supervising staff member before beginning any activity.

3. Student problems which arise, whether of an instructional, medical, behavioral, or operational nature shall be referred to a regular staff member for final resolution.

4. I will follow the building's procedures for signing in and out each and every time I volunteer at the school.

5. I will wear an identification badge/tag/pin as required by the school.

6. I understand that I am required to follow all District Regulations and Procedures. I understand that failure to part of this Agreement, may result in revocation of my volunteer status and could in some cases subject me to

7. I understand that I cannot proselytize, invite students to events, or ask for students' contact information.

Use of District Technology: Responsible Use

1. I will not use computer systems, logins, or accounts that have been assigned to someone else. If authorized the District Responsible Use Agreement.

Confidentiality

I understand that all volunteers shall not discuss the performance, actions, or any other information about any student except with the student's teachers, school counselor, Dean of Students, or building administrator. This is not only District Regulation but is also mandated by federal statue, the Family Educational Rights and Privacy Act (FERPA), 34 CFR Part 99. I understand that confidentiality pertains to both written records and verbal statements.

By clicking YES below, I acknowledge that I am required to complete the form as instructed herein and that I understand and agree to adhere to the Roles and Expectations, Responsible Use Agreement, and Confidentiality statements described above.

When finished click the Green Arrows to or click My Checklist in the top menu bar. ⓘ ○ Yes ○ No

💾 **Save Response** 📄 Print ▶ Checklist

I have read and understand the information and requirements listed herein. Note: When finished click the Green Arrows to ⓘ ○ Yes ○ No proceed to the next activity; or click the Blue Check to view My Checklist; or click My Checklist in the top menu bar.

Return To Top   💾 Save Response   📄 Print   ▶ Checklist

Checklist Item: Volunteer Orientation 2017-18

After clicking the "Volunteer Orientation 2017-18" checklist activity you will be taken to the following screen, click the Volunteer Orientation button:

Volunteer Orientation 2017-18

All volunteers must review and complete this activity to be eligible to volunteer for the 2017-18 school year.

VOLUNTEER ORIENTATION
Click the link below to view the Issaquah Volunteer Orientation presentation for 2017-18. This is a required activity. When you are finished viewing the presentation, press the back arrow on your internet browser to return to this form and complete it.

Volunteer Orientation

As a note, you will be required to complete a similar activity each year you are approved to volunteer. You will be notified by the District when you are required to complete this activity again.

AFFIRMATION
By clicking YES below you are affirming that you have viewed the Issaquah Volunteer Orientation Presentation. 🔴

◉ Yes

Click Save Addendum at the bottom when finished.

Return To Top   💾 Save Addendum.   📄 Print   ▶ Checklist

Clicking this button will take you over to the Volunteer Orientation presentation. Please scroll down to read the Orientation slideshow in its entirety.

ISSAQUAH SCHOOL DISTRICT
VOLUNTEER ORIENTATION

Once you've finished the presentation please return to your Volunteer Application.

Checklist Item: Volunteer Orientation 2017-18
After viewing the orientation and returning to the application please click the
YES button to affirm that you've viewed the presentation, and then click
"Save Addendum" as shown below:

Volunteer Orientation 2017-18

All volunteers must review and complete this activity to be eligible to volunteer for the 2017-18 school year.

VOLUNTEER ORIENTATION
Click the link below to view the Issaquah Volunteer Orientation presentation for 2017-18. This is a required activity. When you are finished viewing the presentation, press the back arrow on your internet browser to return to this form and complete it.

Volunteer Orientation

As ____ you will be required to complete a similar activity each year you are approved to volunteer. You will be notified by the District when you are required to complete this activity again.

AFFIRMATION
By clicking YES below you are affirming that you have viewed the Issaquah Volunteer Orientation Presentation. 🔴

⦿ Yes

Click Save Addendum at the bottom when finished.

Return To Top   💾 Save Addendum.   📄 Print   🟢 Checklist

Checklist Item: Volunteer Preferences
Under "Volunteer Preferences" you will be able to select all locations you are interested
in Volunteering for. When you've finished click "Save Addendum" as shown:

Volunteer Preferences

Complete this item to indicate the locations that you wish to be approved for volunteer services.

LOCATION PREFERENCES
Check the boxes to indicate your location preferences. You may check multiple locations. 🔴

☐ Apollo Elementary	☐ Maple Hills Elementary
☐ Beaver Lake Middle School	☐ Maywood Middle School
☐ Briarwood Elementary	☐ Newcastle Elementary
☐ Cascade Ridge Elementary	☐ Newcastle Elementary
☐ Challenger Elementary	☐ Pacific Cascade Middle School
☐ Clark Elementary	☐ Pine Lake Middle School
☐ Cougar Ridge Elementary	☐ Skyline High School
☐ Creekside Elementary	☐ Sunny Hills Elementary
☐ Discovery Elementary	☐ Sunset Elementary
☐ Echo Glen State Juvenile Facility	☐ Tiger Mountain Community High School
☐ Endeavour Elementary	☐ VOICE
☐ Grand Ridge Elementary	☐ Before & After School Care
☐ Issaquah High School	☐ FutureMap Career Coach
❌ Issaquah Middle School	☐ Gibson Ek
❌ Issaquah Valley Elementary	☐ Teals
☐ Liberty High School	

Click Save Addendum at the bottom when finished.

Return To Top   💾 Save Addendum.   📄 Print   🟢 Checklist

NOTE: You do not need to be approved for individual buildings. Once approved you may volunteer at any building in the Issaquah School District. However, individual buildings may not be able to see that you are approved if you do not select their location.

Checklist Item: My Uploads

Before attempting to upload please make sure that you file is one of the acceptable formats and does not contain any punctuation *(i.e.: commas, periods, etc.) and that your ID is unexpired with your name and birthday fully visible.*

To upload:

1. Indicate that you would like to upload a driver's license by clicking the circle *(please use this option for all primary identification. Passports, visas, etc.).*
2. Use the "Browse" button to search your device for your file.
3. Once selected click "Upload File" to add you license your application

My Uploads

⊟ **Upload Documents to My Application.**

The grid below displays the types and number of documents you are required to upload. You may upload more documents than are required.

To upload a document, use these 4 easy steps:

1. Click the button to select the document type to upload (CPR/AED/First Aid, Driver's License, Other, etc).
2. Click the Browse button below to locate the file on your computer.
3. Click the Upload File link below the browse field.
4. When finished uploading, return to My Checklist to update your application status.

The files you upload display at the bottom of the page. You may delete a file. Click the icon 🛈 on the right for more help.

Select Document Type — **1**

○ CPR/AED/Fi... ◉ Driver's License ○ Other
○ Fingerprint Report

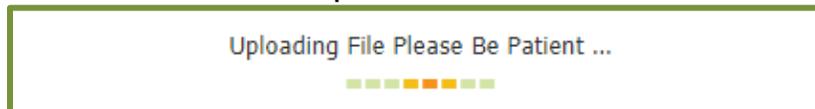| Type	Required	Records	
Driver's License	1	0	✗
Other	0	0	✔

Upload a File — **2** → **Browse...**

3 → 🛈 Upload File

You have 5000 KB space left in My Uploads. Valid files are '.doc,.docx,.txt,.rtf,.jpg,.gif,bmp,.png,.tif,.pdf,.jpeg'.

Type	File Name	Size	Date

Return to My Checklist ▶

Your file will take a moment to upload. You will see the following message:

Uploading File Please Be Patient ...

Once your identification has been uploaded you will see the file name appear under file type. *Please click on the file to verify that the file you uploaded works.*

Type	File Name	Size	Date	
Driver's License	→ **ISDLogoCircle.pdf**	56 KB	9/21/2017	🗑

Now your upload is complete! Please click the green "Return to My Checklist" arrow to be taken back to your checklist.

Type	File Name	Size	Date	
Driver's License	**ISDLogoCircle.pdf**	56 KB	9/21/2017	🗑

Return to My Checklist ▶

Checklist Item: <u>Submit Verification Signature</u>

Please read the statement in its entirety. If you Agree, Click AGREE to proceed.
If you Disagree, Click DISAGREE to terminate the process.
(If you DISAGREE, the district will be notified and they may have grounds to disregard your application).

Submit Verification Signature

Step 1 of 3: Electronic Signature Process - Certification, Authorization and Release

We are now required to provide a "signature" to verify that the information you have provided regarding your volunteer application is true, accurate and complete. This process meets the legal requirements of the 2000 Electronic Signatures in Global and National Commerce act for a basic signature.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. If necessary to obtain volunteer status, I authorize Issaquah School District to conduct a background investigation into my past employment, education, vocational, and other activities such as my criminal background. To conduct this investigation, I authorize the District to obtain any information regarding me to evaluate my suitability for volunteer status. I understand that the information may include, but is not limited to, criminal background information. I further authorize any current/former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the District to which I am applying to volunteer with any information regarding me. I further authorize the District to disclose any information they may have regarding me if such information is requested by a potential future employer of me. I hereby release and discharge said District and those who provide, receive or use such information from any and all liability as a result of furnishing and receiving this information. I understand and agree that false or misleading information, including omissions, in my application shall be sufficient cause to limit or remove opportunities to volunteer. References and personal information that become a part of this application will be regarded as confidential and shall not be revealed to me. I understand that any offer to volunteer that may be made to me is conditional and subject to the acceptable outcome of criminal history background information check; and the approval of the District's representatives.

If you Agree, Click 'Agree' to proceed. If you Disagree, Click 'Disagree' to terminate the process.

[AGREE]   [DISAGREE]

If you DISAGREE, the district will be notified and they may have grounds to disregard your application.

After clicking AGREE or DISAGREE enter your full legal name
and the last four (4) digits of your Social Security Number**

Step 2 of 3: Electronic Signature Process - Certification, Authorization and Release

Enter your full Legal Name ⓘ [   ]

Enter the last four (4) digits of your Social Security Number ⓘ [   ]

[CONTINUE]   [CANCEL]

***If you do not have a social security number please use the month and date of your birthday.*
(Example: May 5th would be 0505)

Please click YES (as shown below), re-enter your legal name, & click the
"Submit Application" button to submit your application:

Step 3 of 3: Electronic Signature Process - Certification, Authorization and Release

Are you certain you wish to use an electronic signature and submit the completed form(s) to prior districts/employers? ⓘ ○ YES

Enter your full Legal Name ⓘ [   ] ←

Final Confirmation

As a final step you must click on the Submit Application button below to transmit your file to the district.

After you click on Submit Application you will have options to return and make further modifications to your application, apply for specific positions, or log off the system

[Submit Application]   [CANCEL]

<u>Almost done!</u>

After submitting your "Verification Signature" you will be given the following message:

Please click "Return to My Checklist" to ensure that all red ❌'s are now Green ✅'s

Select an option below to Proceed.

Return to My Profile

Return to My Checklist

Logoff

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My Checklist

⊟ **Using My Checklist**

CLICK EACH ACTIVITY TO COMPLETE THAT CHECKLIST ITEM.

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Your Current Status is ℹ **Complete**

📄 Application Summary

Activity	Status	Date
Volunteer Agreement	✔	11/22/2017
Volunteer Orientation 2017-18	✔	11/22/2017
Volunteer Preferences	✔	11/22/2017
My Uploads	✔	11/22/2017
Submit Verification Signature	✔	11/22/2017

Event	Date
No data to display	

Your application will now be marked as "Complete".
You will receive an e-mail confirming that your application has been completed this is not confirmation of approval to volunteer in the Issaquah School District.

Once your application is marked as "Complete" Human Resources will begin your background check. Pending a satisfactory report you will receive an e-mail confirming your approval to volunteer for the 2017-18 school year.

(If you experience issues creating an account or completing your application please contact our help line at: Volunteers@issaquah.wednet.edu)