



LAUSD Volunteer Application JOB AID

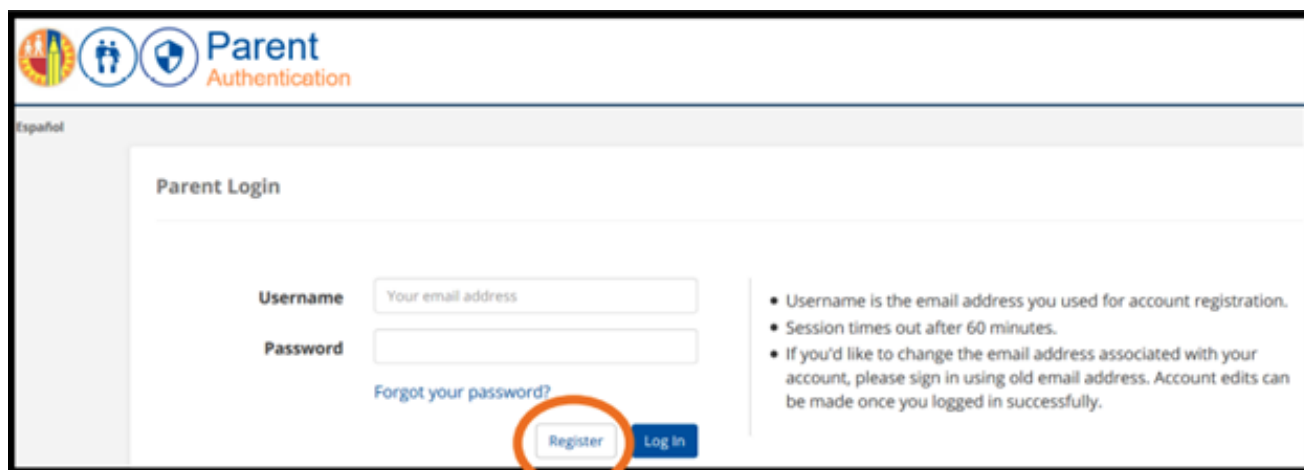
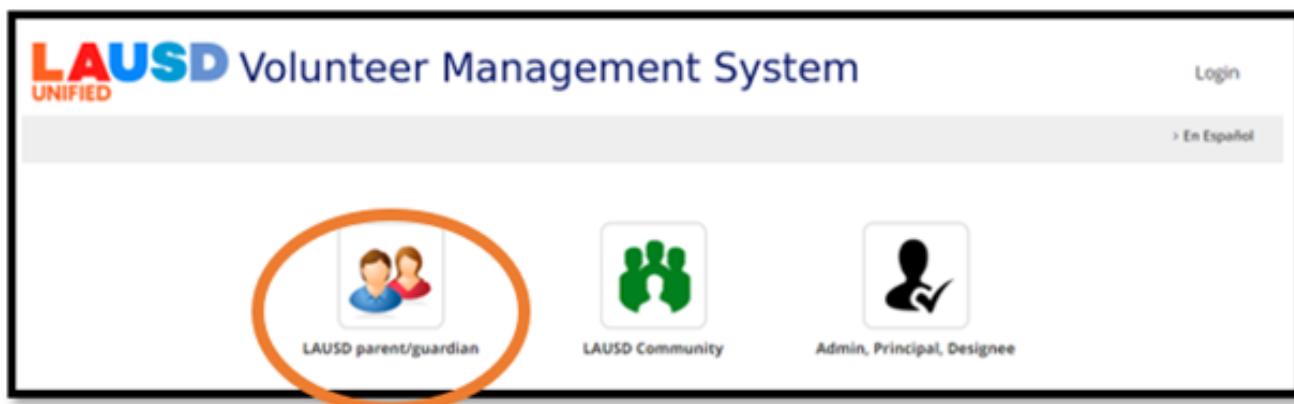
Every volunteer, new or returning, must submit an online application to volunteer each year. Returning applicant should use the email address used the previous year to ensure the new application is prepopulated with your personal information. All volunteers electronically sign a COVID-19 liability waiver 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.





LAUSD Volunteer Application

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](#).

PARENT

First Name *

Middle Name (Optional)

Last Name *

Email Address *

Re-enter 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:

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



LAUSD Volunteer Application

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](#).

Please confirm your email

Dear
Parent Portal

Thank you for registering for an account.

Please click on the link below to confirm your email address and complete activation.

[Continue on the LAUSD App](#)

Thank you

L.A. Unified School District

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

PARENT

Password *

Confirm Password *

Cancel Submit

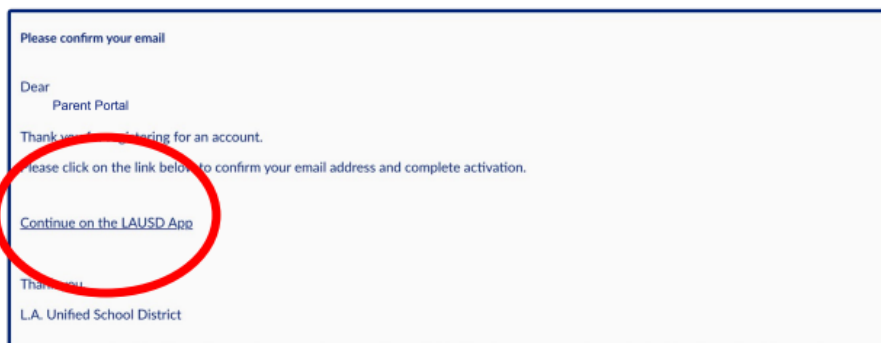
Password Criteria

- 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
- Password and Re-enter password must match



LAUSD Volunteer Application

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.





LAUSD Volunteer Application

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.

PARENT

User Name *
Your email address

Password *
Password

☐ I'm not a robot

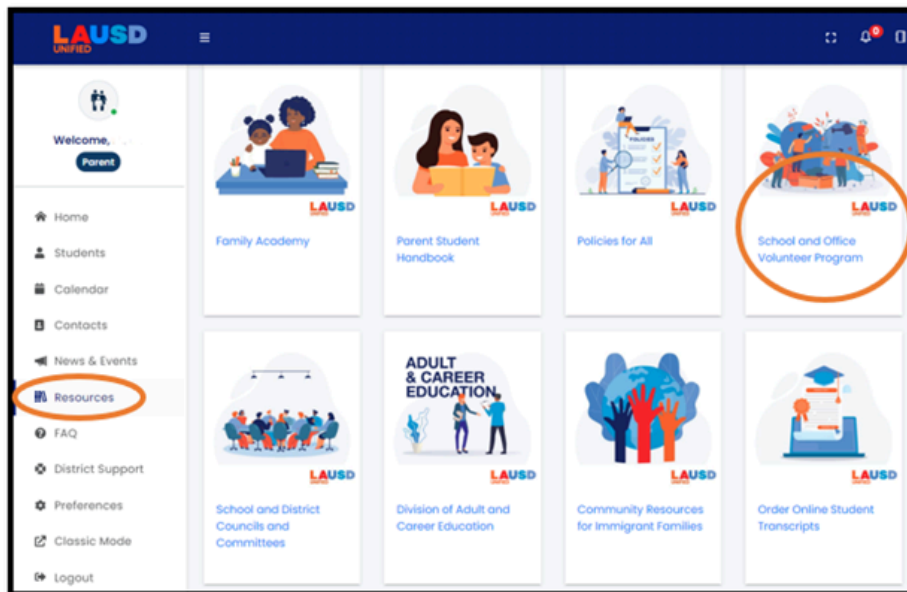
[Forgot Password?](#) [Register](#)

- Username is the email address you used for account registration.
- Session times out after 60 minutes.
- 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.

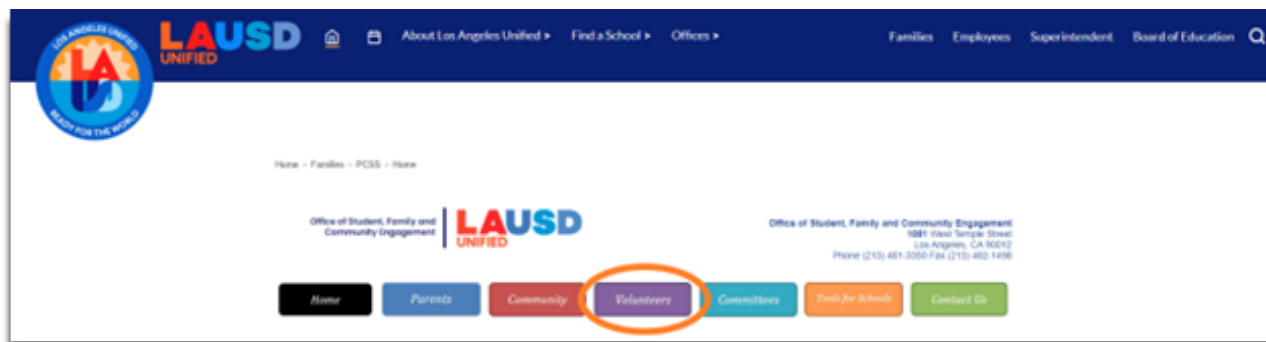


LAUSD Volunteer Application

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

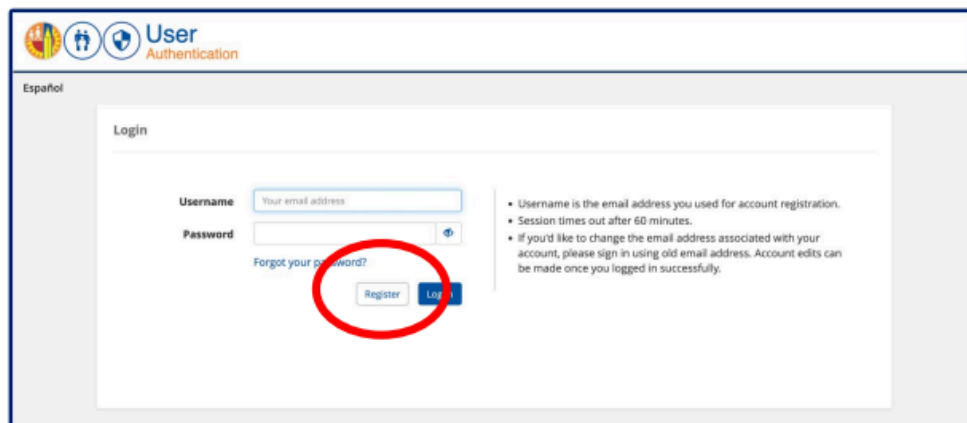
- Any person interested in participating in a school's volunteer program, including continuing volunteers, prospective virtual volunteers, prospective on-campus volunteers, LAUSD employees, community members and interns, must complete the online volunteer application in the School Volunteer Management 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://www.lausd.org/Page/9647>.
- 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.



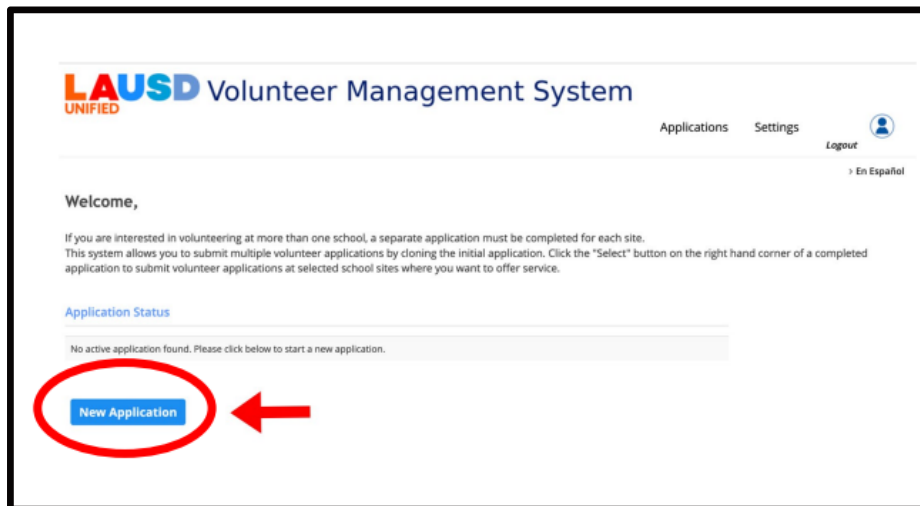
LAUSD Volunteer Application

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 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'. Below the progress bar, 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.' Underneath, a blue link reads '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' form. It is divided into two main sections: 'Contact Information' and 'Emergency Contacts'. The 'Contact Information' section includes fields for 'Address *', 'City *', 'State *', 'Zip Code *', 'Primary Phone # *', 'Cell Phone #', 'Home Phone #', and 'Work Phone #'. The 'Emergency Contacts' section 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.

Application Type

☒ School volunteer
☐ LA's BEST Afterschool Enrichment Program
☐ Everyone Mentors LA

Additional Information

Languages Spoken

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Korean
<input type="checkbox"/> Armenian	<input type="checkbox"/> Mandarin	<input type="checkbox"/> Russian
<input type="checkbox"/> Cantonese	<input type="checkbox"/> Tagalog	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Farsi	<input type="checkbox"/> Japanese	<input type="checkbox"/> Laotian
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Thai	<input type="checkbox"/> Pashto/Pashtu
<input type="checkbox"/> Persian (Farsi)	<input type="checkbox"/> Ukrainian	<input type="checkbox"/> Other

[Return to home page](#) [Next](#)

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.

Application 1 2 3 Review/Submit

Start Personal Information Volunteer Type School Placement Summary

Volunteer Type

I am a ☒ New volunteer ☐ Returning volunteer

Applying for*

Parents/Legal Guardians, Students, and Families

I am a ☒ Parent/legal guardian of a child at a LAUSD school ☐ Community member or non-custodian family member ☐ Other type of volunteer

[Previous](#) [Next](#)



LAUSD Volunteer Application

Volunteer Type (Other type of volunteer)

Select Other type of volunteer and select an intern. Indicate Name of Institution and Field Instructor Name. Click on Next to continue.

Parents/Legal Guardians, Students, and Families

I am a

☐ Parent/legal guardian of a child at a LAUSD school
☐ Community member or non-custodian family member
☒ Other type of volunteer

I am ☒ an intern

Must select at least one:

☐ employed by LAUSD

Apple University

Granny Smith

☐ PSA ☐ SMH

(Interns, course service hours, and general volunteering) *For teacher and pupil credentialing programs contact Human Resources

Previous Next

Volunteer Type (LAUSD Employee)

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

Parents/Legal Guardians, Students, and Families

I am a

☐ Parent/legal guardian of a child at a LAUSD school
☐ Community member or non-custodian family member
☒ Other type of volunteer

I am ☐ an intern ☒ employed by LAUSD

Employee ID

LAUSD Email

Hiring Date

Previous Next



LAUSD Volunteer Application

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.

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.



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.

Location Placement

Have you ever been convicted of crime involving children? * ☐ Yes ☒ No

I want to volunteer at *

I have children attending this School * ☒ Yes ☐ No

Please include name(s) of student(s) and birth date(s) *

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

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: Tier III Volunteers require fingerprint clearance.

Availability

I want to volunteer the following times and days *

☒ Mornings ☐ Monday ☒ Thursday

☐ Afternoons ☒ Tuesday ☐ Friday

☐ Evenings ☐ Wednesday ☐ Saturday

Maximum number of hours I can serve each week *

Volunteer Area

I would like to volunteer in the following areas *

Tier II Volunteers

☒ Classroom Volunteer

☐ Campus Volunteer

☐ Field Trip/ Event Chaperone Volunteer

☐ Office Volunteer

☐ Room Parent

☐ Parent and Family Center Volunteer

Tier III Volunteers

☐ One-on-One Tutoring**

☒ Overnight Field Trip Chaperone**

☐ Cafeteria Volunteer**

☐ Student Activities Volunteer**

****Please contact your school to confirm Tier III Volunteer opportunities. In addition to TB and CA Megan's Law clearances, fingerprint clearance is also required for Tier III service.**



LAUSD Volunteer Application

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) 7/24/2023
Date

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

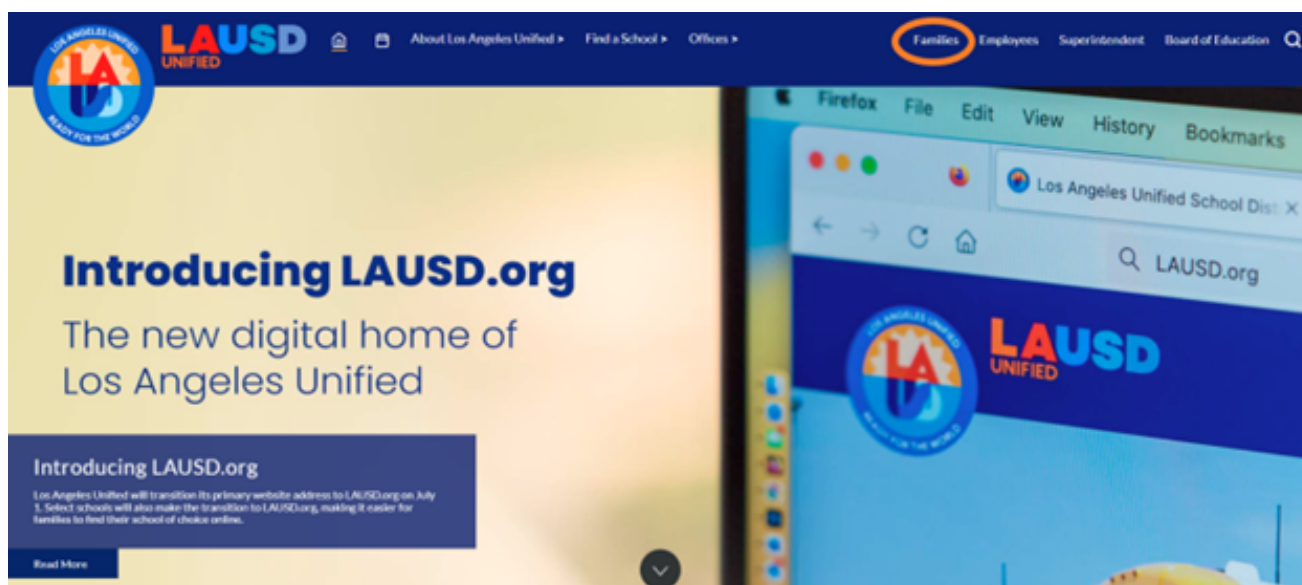


LAUSD Volunteer Application

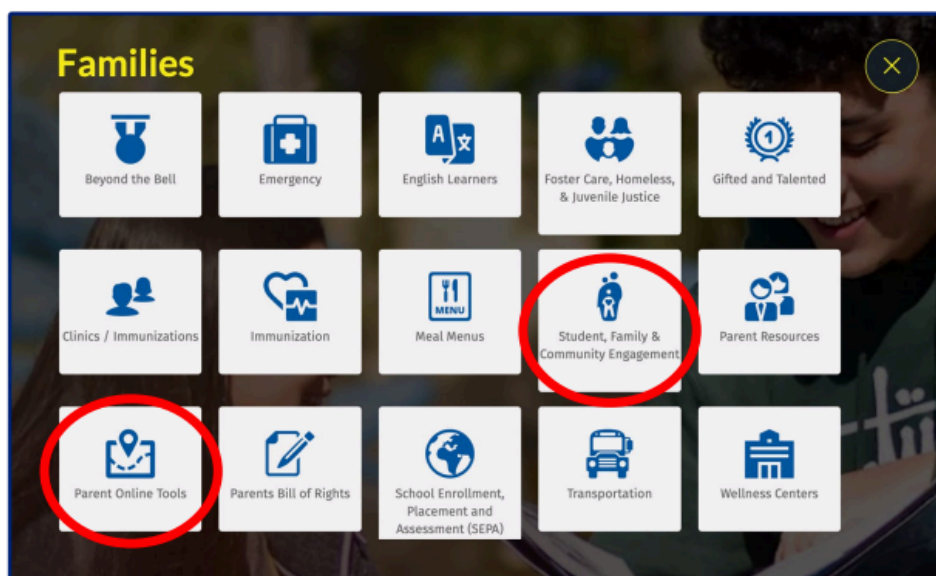
Step 4 – For volunteer login and resources

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

Or log into <http://home.lausd.net/>. Click on Families in the upper right side of the screen.



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

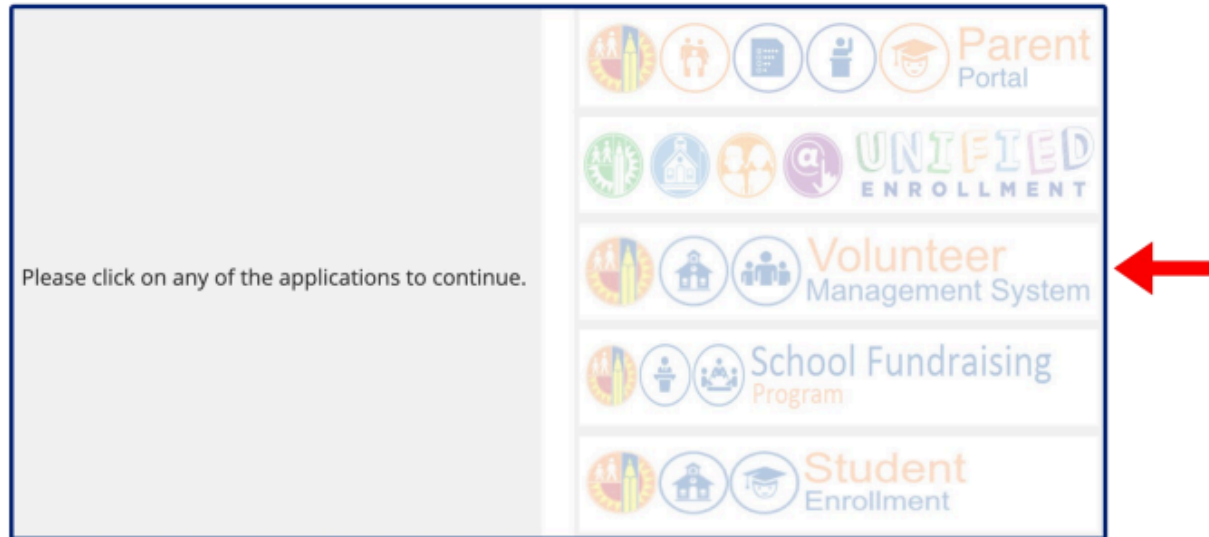


*For resources, click on the **Student, Family & Community Engagement** link.

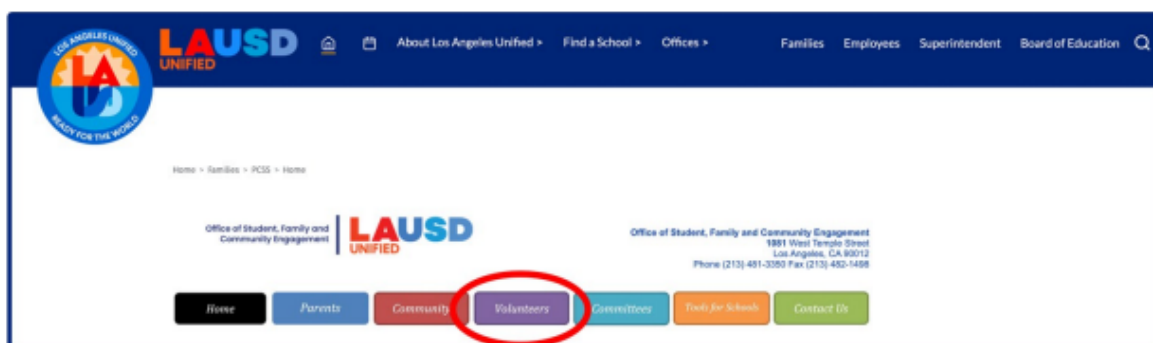


LAUSD Volunteer Application

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.

Office of Student, Family and Community Engagement
LAUSD UNIFIED
Office of Student, Family and Community Engagement
1081 West Temple Street
Los Angeles, CA 90012
Phone (213) 481-3350 Fax (213) 482-1498

Home Parents Community Volunteers Committees Tools for Schools Contact Us

Volunteer Application Process

School Volunteer Program Update

Effective September 26, 2023, the Los Angeles Unified Board of Education rescinded its COVID-19 vaccine mandate for employees. Volunteers are no longer required to be vaccinated against COVID-19. Learn more by visiting the following website: <https://www.lausd.org/vaccineguidance>.

Prospective School Volunteer Program in-person applicants will no longer be required to upload a copy of their COVID-19 vaccination card. Applicants whose application was denied previously may contact their school site to reactivate a completed application. New applicants may begin their application by visiting <https://volunteerrapp.lausd.net>. General information about the process may be accessed at <https://www.lausd.org/volunteer>.

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://volunteerrapp.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://www.lausd.org/Forms/5617>.
- 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.

Volunteer and Parent Portal Support

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

- Region East - (213) 224-3382
- Region North - (818) 654-3600
- Region South - (310) 354-3230
- Region West - (310) 914-2124
- Virtual Academy - (213) 241-0713
- LAUSD Family Hotline - (213) 443-1300

BUL 6765-S: Forthcoming Attachment C1/C2 - Volunteer Commitment Form English | Spanish

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.
Fingerprints Pending	This Tier III application is missing fingerprint clearance.