



Dear parents and guardians,

Klein ISD appreciates its volunteers. They make a positive difference each day for our students and teachers and simply could not do our jobs without them effectively. If you have never served as a school volunteer, I invite you to become a part of our dedicated team by completing the necessary forms online.

Getting started is simple and involves two steps:

1. filling out a volunteer application, and
2. completing a criminal background check

Instructions for completing this process may be found on the reverse side of this letter.

For the safety of our students, all adults, employees and volunteers that work with students have successfully completed a criminal background check. This proactive requirement is supported by Texas law (Texas Education Code § 22.083) to protect the well being of our most precious resource—our students.

The education of our students is a partnership between the home and the school and the support of your child's education is a vital element of the education process. As your time allows, you can make a difference for other students through volunteer service.

If you have questions about the registration process or the volunteer program, please contact Ms. Debbie Scheel, administrative assistant for Judy Rimato, the associate superintendent for communications and planning, at 832-249-4751 or your school's principal.

Sincerely,

Bret Champion, Superintendent of Schools
Klein Independent School District

Volunteer Sign Up & Background Check Information for Front Office Personnel

Thank you for assisting our parents in becoming a Klein ISD volunteer. As you know, signing up is done online through the district's website and involves **two separate parts**:

1. Completing a volunteer profile in CERVIS and
2. Completing a criminal background check. **IMPORTANT: inform parents of info in steps 12 & 13**

Parents must complete this process online. Make sure you have a shortcut on the welcome center computer to the CERVIS sign up page.

Both the Volunteer Sign Up and Criminal Background check must be completed for your application to be processed.

Volunteer Sign Up and Criminal Background Check Instructions

1. Log on to the district's website, www.kleinisd.net.
2. Click on District and then Communications and Planning Department.
3. On the left hand side of the page under Communications and Planning, click on "Volunteers".
4. On the left hand side of this page, click Volunteer Sign Up.
5. Read all the information on the Sign Up page prior to completing the **two** steps.
6. Click the blue "Click Here" link (#7)
7. A new window will open to the CERVIS Volunteer Management System where you will complete a volunteer profile. Once you finish filling in the form, click "submit."
8. Go back to the Volunteer Sign Up page, and click on the blue "Criminal Background Check" link (#9).
9. A new window will open. At the bottom of the page, it will ask if you agree to the criminal history/background check. Click "Fill in Background Information" to continue.
10. Fill in your information and make sure to initial the bottom to give your consent again.
11. Click "Save", a "thank you" screen will appear, and you will receive an automated email telling you the background check was successfully submitted.
12. **If you don't see the thank you screen your background check did not successfully submit.**
13. **If you don't receive the automated email, stating that your background check was successfully submitted, then it was not successfully submitted.**
14. You are done once **both** have been successfully submitted.

What should the volunteer do if they are unable to successfully submit a background check?

- They are welcome to visit any KISD school to use a computer available in the Welcome Center.

How can volunteers complete this process if they do not have a computer?

- They are welcome to visit any KISD school to use a computer available in the Welcome Center.

Additional Information

- The background check will take up to ten business days.
- **Please have your volunteer coordinator or a campus staff member call new volunteers as their names appear on the approved database.**
- Parents have been instructed to call the campus where they will volunteer if they have questions about how to begin their volunteer service or have not received a call about volunteering.
- Any volunteer declined because of the criminal background check will receive notification in writing.
- At no point will a principal or volunteer coordinator receive information about a person's criminal background check; all information will remain confidential.
- To arrange a confidential conference about non-approval, call Dr. Janice Taylor at 832-249-4225.
- If a parent adamantly refuses to complete the background process online, have them call Dr. Taylor.