

## Prospective Volunteer

Thank you for your interest in volunteering within Mountain View Los Altos High School District. We care about the safety of our students and staff, and ask all volunteers to please take a few moments to review the process and instructions listed below before you begin to volunteer at a school site.

- First, complete the Volunteer Information, here is the link: [https://app.informedk12.com/link\\_campaigns/mvla-volunteer-information-form-electronic-form?token=GfYuizqvD9iPyuUHZvvGDFQi](https://app.informedk12.com/link_campaigns/mvla-volunteer-information-form-electronic-form?token=GfYuizqvD9iPyuUHZvvGDFQi)
- You must attach a copy of your CA picture ID and current TB test results to the Volunteer Information.
- Once you submit your Volunteer Information along with the required attachments you will receive the link to the Live Scan document for fingerprints.
- Locations and instructions are provided and attached to the Live Scan document.
- Print the Live Scan and bring with you along with your ID to a location listed (*appointments must be booked online prior to your visit*). Please note that the Live Scan document is prefilled with all the information necessary in order for you to book your online appointment.
- Complete the online mandated training by Keenan Safe Schools, here is the link: <https://mtviewlosaltos-keenansafeschools.com/register/e6f36756>
- You may obtain your TB test from your own personal physician at your expense and email the results to [Kathy.woods@mvla.net](mailto:Kathy.woods@mvla.net), or you may request the authorization for a TB test at the district's expense at a designated clinic, by emailing your request to [Kathy.woods@mvla.net](mailto:Kathy.woods@mvla.net).
- Retain your Live Scan service receipt and confirmation of your online training for your records.
- Per district policy do not begin volunteering until cleared by MLVA District Office, Personnel Dept.
- Please be aware there are often fingerprint delays and we are unable to predict a timeline for clearance.

If you have specific questions please email [Kathy.Woods@mvla.net](mailto:Kathy.Woods@mvla.net) or

[Barbara.Salazar@mvla.net](mailto:Barbara.Salazar@mvla.net)