

AISD's School Volunteer Registration Guide - 2023-2024

In partnership with Austin Partners in Education (APIE)

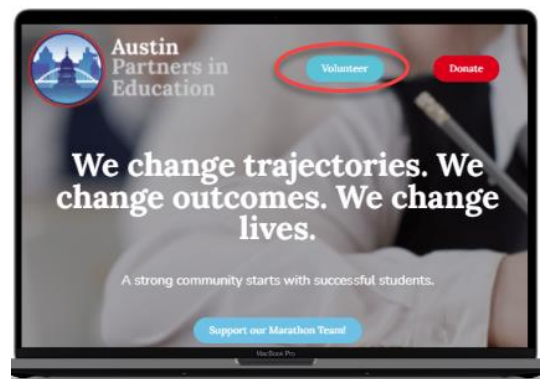
School Volunteers must register every year to complete the background check requirement.

Here are the basic steps for volunteer registration:

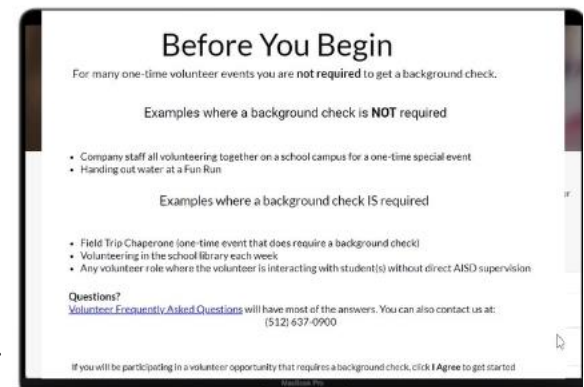
1. Visit <https://austinpartners.org>



2. Click the “Volunteer” button at the top right.



3. If you are only volunteering for a one-time event (NOT including field trips), you do not need to complete the background check. You can be processed as a “Visitor” on campus.
If you do need the background check, please Click the blue “Next” button at the bottom right.



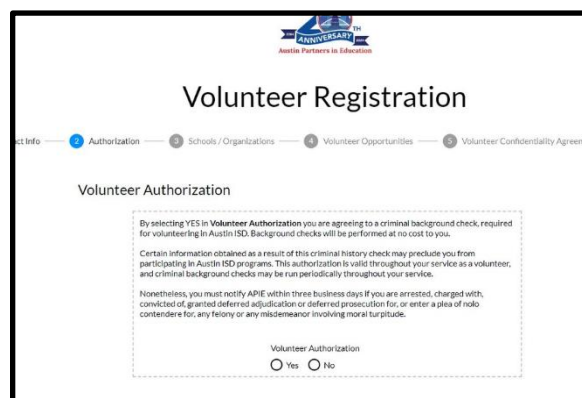
4. *Pre-Registration* page: It is **optional** to donate
Move onto the next page by clicking on **Click Here**

5. *Volunteer Log In*: If you are an existing volunteer, you will type the email address you've used in the past. **If this is your first time registering**, please click the **“Create New Account”** button.

6. **You will receive a 6-digit code in your inbox or Spam/Junk mailbox.** Type this code and click Log In.

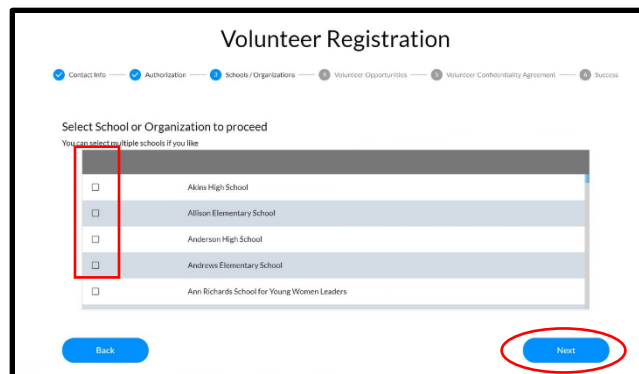
7. Please enter your contact information and answer a few questions.
Then, click the blue **“Next”** button at the bottom right.

8. Please authorize your background check by clicking “Yes”.



The screenshot shows the 'Volunteer Registration' page with a progress bar at the top indicating the current step is 'Authorization'. The page title is 'Volunteer Registration'. Below the progress bar, the section is titled 'Volunteer Authorization'. It contains a paragraph explaining that by selecting YES, the user agrees to a criminal background check. It also states that certain information obtained as a result of this check may preclude participation in Austin ISD programs. A second paragraph notes that users must notify APIE within three business days if they are arrested, charged, convicted, or enter a plea of nolo contendere. At the bottom, there are two radio buttons: 'Yes' and 'No'. The 'Yes' button is selected.

9. Please select the campus you want to volunteer from the list. First, click the check box to the left of the school. You can select up to 5 schools. They are listed in alphabetical order. Then, click the blue Next button.



The screenshot shows the 'Volunteer Registration' page with a progress bar indicating the current step is 'Schools / Organizations'. The page title is 'Volunteer Registration'. Below the progress bar, the section is titled 'Select School or Organization to proceed'. It includes a subtext 'You can select multiple schools if you like'. There is a list of schools with checkboxes to the left of each name. The schools listed are: Atkins High School, Allison Elementary School, Anderson High School, Andrews Elementary School, and Ann Richards School for Young Women Leaders. The checkbox for 'Allison Elementary School' is selected. At the bottom, there are two blue buttons: 'Back' and 'Next'. The 'Next' button is circled in red.

10. Choose from the volunteer opportunities. First, click the check box to the left of the opportunity. Then, click the blue Next button.



The screenshot shows the 'Volunteer Registration' page with a progress bar indicating the current step is 'Volunteer Opportunities'. The page title is 'Volunteer Registration'. Below the progress bar, the section is titled 'Pick Volunteer Opportunities'. It includes a list of opportunities with checkboxes to the left of each name. The opportunities listed are: Campbell Elementary School (Field Trip Driver), Casey Elementary School (School Volunteer), Casey Elementary School (APIE/ASD Mentor Program: Weekly 1-on-1 meetings with a student), Casey Elementary School (Lunch Monitor 10:30AM - 12:45PM), and Casey Elementary School (Librarian Assistant - Fridays only). The checkbox for 'Casey Elementary School (Librarian Assistant - Fridays only)' is selected. At the bottom, there are two blue buttons: 'Back' and 'Next'. The 'Next' button is circled in red.

11. Please read and electronically sign the AISD Volunteer Confidentiality Agreement form. First, by clicking on the box. Then, click “Next”.

Austin ISD Volunteer Confidentiality Agreement

As a volunteer of Austin ISD, you may hear statements and comments from teachers, parents, staff and students and view educational records about students while you are volunteering at the schools. This information is confidential and is NOT to be discussed outside of the School Club or with anyone, including your spouse or any other family member. This agreement does not, however, prevent you from reporting a crime that you may witness and are required to report under state or federal law.

State and Federal laws place considerable responsibility on anyone who works with students not to divulge any kind of information about students. As a volunteer, you are able to see records and hear information about students. You cannot, and you must not discuss any of this information with anyone other than those professionally associated with your duties with the student and only on a "need to know" basis.

By revealing confidential information about students, you betray the confidence that the students, parents, and the District place in you and could possibly violate federal law, specifically the Federal Family Educational Rights and Privacy Act or FERPA. Any unauthorized disclosure of confidential student information violates FERPA and implementing federal regulations found in 34 Code of Federal Regulations, Part 99. FERPA is specifically incorporated into the Texas Open Records Act as an exception to records that are subject to disclosure to the public (Government Code, Section 552.004).

In addition, I understand that any data sets or related reports that I may generate or have in my possession and containing confidential data are to be protected. I will not distribute to any unauthorized person any data sets or reports that I have access to. I also understand that release of confidential information is prohibited by the Texas Government Code, Section 552.002, and that such an offense constitutes a Class A misdemeanor.

Finally, I also understand and agree that violation of any of the provisions contained herein constitutes grounds for my dismissal as a volunteer in the school(s) in which I may be serving.

Signature

First Name/C: Christopher
Last Name/C: Lagarde

Today's Date
08/09/2023

I accept the Volunteer Confidentiality Agreement

☒ By clicking, I am providing my electronic signature

Make sure the checkbox is checked to proceed

Back Next

12. **Success!** You completed the volunteer registration form. You will immediately receive an email confirmation from APIE. **It can take up to 2 weeks for your background check to be processed.** Within **2 weeks** you'll receive another email from APIE with your status and the name of the Volunteer Coordinator at the school you selected.

Volunteer Registration

Success!

Thank you for signing up to volunteer!

We will process your registration as quickly as possible; background checks typically take between 7 to 10 business days. If you have a current background check on file, you will be notified within 1-2 business days.

Unfortunately, APIE is unable to honor special requests around background check processing times. Each individual check is returned as quickly as possible.

Please let us know if you have any questions or if you do not hear back from us after 5 business days. We appreciate your patience.

How was the volunteer registration process for you?
[Click here to answer a ONE question survey](#)

Sincerely,
The Austin Partners in Education Team
apiem@austinparkers.org
512.637.6900

13. Once you have an approved background check, your name will be on the school's volunteer list. Please contact the campus to learn about the school's volunteer needs and when you can begin.

Thank you for choosing to support our AISD schools!