

# VOLUNTEER POLICY - DCPS

- All volunteers, including parents, must complete the DCPS Clearance process before volunteer services can be provided.
  - ❖ **This applies to all field trip chaperones and “ongoing volunteers”** (art room, library)
  - ❖ It does not apply to “one time”, supervised volunteering (mystery reader, Field Day volunteer, career day, etc)
  - ❖ You can use your security clearance, as long as you have a valid TB test within the last 12 months.

Want to know more??? Read on!



# EXCEPTIONS TO VOLUNTEER CLEARANCE

One time volunteers supervised by a teacher do not need to have a clearance on file.

- EX – mystery readers, Field Day volunteers, career day presenters, etc

You have an active secret or top secret federal security clearance.

- Individuals in this group should complete the [Federal Security Clearance Verification](#) letter in lieu of being fingerprinted with DCPS.
- The original signed verification form, a copy of a state issued photo ID, and TB test taken within the last 12 months should be emailed to [dcps.clearance@dc.gov](mailto:dcps.clearance@dc.gov)

# RESOURCES – TB TESTING

Nurse Heidi Johnson from House Calls on the Hill @ Lafayette

- **Tuesday, Sept. 10 from 8 a.m. to 9:30 a.m.** to perform TB tests.
- **Friday, Sept. 13 from 8 a.m. to 9:30 a.m.** to read the tests.
- You must be present Tuesday and Friday in order to receive your proof of a negative TB test.
- The cost per person is \$45 due at the the time of the test. Cash, Venmo or Paypal is excepted.
- To sign up for Nurse Heidi, click [here](#).
- <https://heidijohnsoncnp.com/>

Minute Clinic at CVS in Tenleytown

- Charges \$35 to place PPD
- \$39 to read it (in 48-72 hours)
- 4555 Wisconsin Ave NW, Washington, DC 20016

Primary Care Provider

# RESOURCES - FINGERPRINTING

## DCPS Central Office Fingerprinting

- 1200 1<sup>st</sup> Street, NE – 10<sup>th</sup> Floor
- Monday - Thursday from 8 am to 5 pm
- Fridays from 8 am to 3 pm.

## Remote Fingerprinting @ Lafayette

- The DCPS fingerprinting office will be on campus at Lafayette
- Dates TBA

## Use your existing security clearance!

- Complete the “Federal Security Clearance Verification Form”
- Don’t forget you still have to have a negative TB test within the last 12 months

# WHAT DOES LAFAYETTE NEED?

- If you are going to be a field trip chaperone or an ongoing volunteer –
  1. Complete the TB test
  2. Complete the fingerprint application and fingerprinting process
  3. When you receive your clearance letter, **bring a copy to the Main Office to keep on file.**
  4. Clearance letters are only valid for one calendar year.

