

## **M-DCPS School Volunteer Process**

To be a volunteer for Miami-Dade County Public Schools, you must now fill out an online Volunteer Registration, even if you were previously registered prior to this year. Registrations will be done through either the Parent or Community Portal.

There are 3 different ways to complete this process:

- A. If you have a Parent Portal account with your name on it
- B. If neither parent has a Parent Portal account
- C. If one parent has his/her name on the Parent Portal account, and the other parent or another relative wants to register to be a school volunteer

**A. Parent Portal account with your name on it**

1. Log onto the Parent Portal
2. Click on the Services/Sites tab
3. Click on “Be a School Volunteer”
4. Complete the required fields. Note: Name, Address, and Date of Birth must be accurate or the clearance process will be delayed.
5. Click Submit.
6. A message window will open saying “Continuing will require an identification and background check. Are you sure you want to continue?” Click “OK”
7. Select school location.
8. Click Student Relative box, if applicable.
9. Select type of service activities you are volunteering for.  
There are 2 different clearance levels: Level 1 and Level 2. Most activities are Level 1: chaperoning a day field trip or helping out at school activities. Level 1 volunteers will have electronic background checks. Level 2 is not necessary for our school.
10. Click Submit.

**Please bring a photo ID to the school and make an appointment when volunteering on campus.**

**B. Neither Parent has a Parent Portal Account**

1. To create a Parent Portal account, you need a Pin number assigned to your Child. To obtain please email [anitafullmer@dadeschools.net](mailto:anitafullmer@dadeschools.net) from the registered parent’s email address.
2. Go to [www.dadeschools.net](http://www.dadeschools.net).
3. Click on Parents.
4. Click Log on to Portal.
5. Click Create an Account and follow the steps.
6. Once your account becomes active, you may register to become a school volunteer by following the steps under section A above.

**C. Parent/Guardian has a Parent Portal account and the other Parent/Guardian or other relative of the child wants to become a school volunteer**

1. Go to [www.dadeschools.net](http://www.dadeschools.net).
2. Click Community.
3. Click Log on to Portal.
4. Click Create an Account and follow the steps.
5. Once you have an active account, click on the Services/Sites tab.
6. Click on Be a School Volunteer and follow the steps.