



**General requirements for ALL Volunteers/Observers/Student Teachers/Coaches/Other:**

- **Must be 18 years or older**
- **TB (tuberculosis) clearance**
- **TDAP, MMR and Flu shot clearance (Pre-K only)**
- **Complete Volunteer/Observer or Student Teacher Form (every year)**
- **Fingerprint clearance**
- **Human Resources and Support Service clearance**

All Volunteers must clear all of the above (even if they are only attending **one** field trip, **one** class participation, **one** activity, etc.).

If a Volunteer has cleared and has been volunteering consecutive years, they do not need to fingerprint again; they do however, need to fill out the “Volunteer Form” each year and turn it in to the Human Resources department at the District Office. If we do not have record of consecutive years of service, the Volunteer will need to fingerprint again.

**New volunteers: please call  
(805) 385-1501 Extension 2050  
to make an appointment to fingerprint.**

**\*\*(MUST SHOW PROOF OF ID AND NEGATIVE TB TEST IN ORDER TO FINGERPRINT)\*\*\*\***

Once the Volunteer has met all of the requirements, the Human Resources office will notify the volunteer, school Principal and the school Office Manager. It is the school’s responsibility to inform the teachers of clearances.

\*Please note: Volunteers other than parents will need to have approval by the CSEA President.

For all other questions, please contact us at (805) 385-1501 x2050

Thank you for your cooperation,  
The Human Resources Department

