

IMPORTANT INFORMATION

Houston Independent School District



Volunteers in Public Schools Program

2019– 2020

VIPS Registration & Annual Criminal Background Check Procedures

Effective Wednesday, July 31, 2019

All VIPS Volunteers will need to register online in the Raptor Volunteer Management system and agree to the Annual Background Check for the 2019-2020 school year.

Please register in VIPS at www.houstonisd.org/vipslogin

Please note that volunteers that were APPROVED at any time prior to the July 31st effective date (even those recently cleared), will still need to follow the above-referenced process and agree to the annual background check before volunteering for the 2019- 2020 school year.

Once a volunteer has registered in VIPS and APPROVED they will receive an email from Raptorware.com notifying them of their Approval. Any volunteer that does not receive an email may contact their schools VIPS Coordinator/Back Up to obtain a status update.

Thanks for your continuous support of VIPS.

EVERYONE MUST REGISTER EVERY YEAR



HOW CAN I BECOME A VIPS?

All volunteers must register online. All volunteers must pass an annual criminal background check before they can participate as a volunteer. Please follow the steps below to become a VIPS:

STEP 1: Register online and complete the entire Online Application in Raptor Volunteer Management System and submit your application.

- English Application - <http://houstonisd.org/vipslogin>
- Spanish Application - <http://houstonisd.org/voluntarios>

STEP 2: Once your application is completed you will see Pending Review on the screen.

STEP 3: An email regarding your approved status will be sent to your email address within 2-3 weeks. If you do not receive an email, please follow-up with your designated school's VIPS Coordinator.

STEP 4: Once you are APPROVED, you are eligible to volunteer in any HISD school(s) for the current school year. Our students benefit when we all volunteer!

HOW CAN I REQUEST AN APPEAL?

Any parent, grandparent, or guardian who is a registered volunteer and whose criminal history background check reveals a violation of HISD policy may appeal the criminal history restrictions precluding their service as a volunteer through a process of review by the Human Resources Department. The VIPS Appeal Form can be accessed at HoustonISD.org/Page/140835.

WHAT TYPES OF PHOTO IDENTIFICATION ARE ACCEPTED?

- Texas Driver's License
- Official U. S. Military ID
- Identification Card (issued by any state in the U.S.)
- Official Passport
- Driver's License (issued by any state in the U.S.)
- Resident Alien Card
- Texas Identification Card
- Matricula Consular

WHAT IS NEXT?

- Contact your campus of interest for volunteer opportunities.
- Sign in and out when volunteering on a campus to document hours of service.

For more information about volunteering in HISD schools, please contact:

Monique Johnson-Garner

VIPS Program Administrator,

T 713.556.7200

E mjohns62@HoustonISD.org



¿QUÉ DEBO HACER PARA CONVERTIRME EN UN VIP?

Todos los voluntarios deben inscribirse en línea y someterse a una investigación de antecedentes penales antes de servir en esa capacidad. Este es el procedimiento:

STEP 1: Inscribirse en línea y llenar el formulario digital de solicitud en Raptor Volunteer Management System.

- En inglés – <http://houstonisd.org/vipslogin>
- En español – <http://houstonisd.org/voluntarios>

STEP 2: Una vez finalizado el formulario verá en la pantalla una notificación de estatus pendiente.

STEP 3: En un lapso de 2 a 3 semanas se le enviará a usted un email para notificarle que ha sido aprobado. Si no recibe un email, por favor comuníquese con el coordinador de VIPs de su escuela designada.

STEP 4: Cuando reciba la notificación de APROBADO podrá colaborar como voluntario en cualquier escuela de HISD durante el ciclo escolar.

¿CÓMO PRESENTO UNA APELACIÓN?

Todo padre, tutor o abuelo registrado como voluntario cuya investigación de antecedentes penales revele una infracción a políticas de HISD puede apelar contra las restricciones que, debido a sus antecedentes penales, le impiden servir como voluntario.

El formulario de apelación se encuentra en HoustonISD.org/Page/140835. El proceso de revisión lo conduce el Departamento de Recursos Humanos.

¿QUÉ DOCUMENTOS DE IDENTIDAD CON FOTO SE ACEPTAN?

- Licencia de conducir de Texas o de cualquier estado de EE. UU.
- ID militar oficial de EE. UU.
- Documento de identidad de Texas o de cualquier estado de EE. UU.
- Pasaporte oficial
- Matricula Consular
- Tarjeta de residente legal

¿CUÁLES SON LOS SIGUIENTES PASOS?

- Comuníquese con la escuela donde le interese ser voluntario.
- Registre su entrada y salida de la escuela para documentar sus horas de servicio.

Para obtener más información sobre el voluntariado en las escuelas de HISD comuníquese con

Monique Johnson-Garner

VIPS Program Administrator,

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