

# How to Register to Volunteer

## **New School Volunteers**

If you have never volunteered at a Miami-Dade public school before, you must first register online at [www.dadeschools.net/](http://www.dadeschools.net/) for a Parent Portal. New volunteers need to come into the school office with their DL and see Ms. Maggio, Student Services Secretary, to get their Parent Portal Pin Number. Then upon logging on using the 6 digit number, they'll be emailed a Parent Account Number, with (a "P" followed by a series of numbers). The Parent Account Number is also their Volunteer number.

Only one parent can have a portal associated with each student. If another parent wants to have a portal and volunteer, he/she must register as a "community member".

After Registering and logging into your Parent portal, follow these steps:

1. Click the Apps/Services/Sites tab at the top
2. Click on Be a School Volunteer
3. Fill out the personal information and click Submit
4. Choose your school(s)-Miami Palmetto Senior High- and activity(ies). In the Level 1 box select "The Arts" to volunteer for the music program, including chaperoning on local trips, and click Submit. A background check will be completed at this time. A message will appear at the bottom showing your status. Please allow 3 to 4 days for results of background check and processing. (To be a Level 2 volunteer, see below.)
5. After successful background check clearance, call Ms. Maggio at Palmetto, 305-235-1360 x2241, so that she can approve you.

## **Level 2-Overnight Chaperones**

If you would like to become a Level 2 volunteer so that you can chaperone on overnight trips or trips outside Miami-Dade County, go to the Level 2 box when selecting your activities and select "Overnight Chaperone" and click Submit. A form called a "Fingerprinting Fee Waiver" will pop up. You have to print that and bring it to the school for the principal to sign it. Then you will call the number on the form to make an appointment to go downtown to district headquarters to get fingerprinted. Once you've completed these requirements, the Level 2 certification is good for 5 years.

## **Returning School Volunteers - Levels 1 and 2**

You will need to re-register each year to become a volunteer. Login to your portal using your username and password and update the information in your application including school and activity(ies) and click Submit. Then call Ms. Maggio at Palmetto, 305-235-1360 x2241, so that she can approve you. \*\*You must do these steps EVERY year, but you do not need to come to the school UNLESS you are new to Palmetto HS. If you are new to the school, you must see Ms. Maggio once with your DL.

Level 1 volunteers will require a new background check every three years.

## **Questions?**

Please email Barbara Culhane, PIAPBA Volunteer Coordinator, at [culhaneb@bellsouth.net](mailto:culhaneb@bellsouth.net) or call or text her at 305-342-0763,