



Step-By-Step Guide from the PTO to Getting DCPS Volunteer Clearance

DCPS requires all field trip chaperones and repeat classroom volunteers – including those who volunteer for FoodPrints on multiple occasions – to have a valid DCPS clearance. This is a step-by-step guide designed to help navigate the clearance process as efficiently as possible.

Thank you for your interest in volunteering at Ludlow-Taylor!

Overview: Any regular volunteering that puts you in contact with DCPS students requires a volunteer clearance from DCPS. The clearance process lasts for two years and is relatively quick—often taking less than a week.

Note: Even if you have a background check from another government agency, you still need to go through this process. There is one small exception – if you have a secret or top secret clearance, you can skip the fingerprinting. Though, you have an alternate application process. See below for details.)

There are three things you need to do:

1. Fill out the DCPS clearance application
2. Get fingerprinted.
3. Forward notification of your clearance to the school.

STEP 1: Fill out the DCPS Clearance Application

1. Go to [this page](#) to start the online form. Click on the green button on the right that says "Submit a Clearance Application"
2. From the drop-down menu, choose "Volunteer Unsupervised and Supervised" where it asks for your relationship to DCPS.
3. Choose what you will be spending most of your in-person volunteering doing where it asks for what type of services you are providing. This will most likely be "field trip chaperone."
4. In the next section, select Ludlow-Taylor from the drop-down menu, and then provide the following as the DCPS point of contact information:
 - Point of Contact Name: Penelope Miller
 - Point of Contact Phone: 202-698-3244
 - Point of Contact Email: Penelope.miller@k12.dc.gov
5. The rest of the application is a bit long, but fairly straightforward.
6. Once you finish the form, hit save and close. You will not get a screen telling you that it's been submitted, but you will get an email. This email is important so look for it. It will give you instructions for fingerprinting and let you know whether you need to take a TB test. Most people will NOT need to submit a negative TB test. Instead, many will

just need to answer a few questions related to TB exposure risk. (If your answers indicate that further TB screening is indicated, you will need to submit a negative TB test or chest x-ray from the last 12 months.)

STEP 2: Get Fingerprinted

Note: If you have secret or top-secret clearance, you can skip this step but have an alternate one you need to do. See details below.

1. In the email you get from DCPS, there will be a link to scheduling a fingerprinting appointment through FieldPrint. Please note the code in this email. You'll need it to finish your appointment scheduling. Go ahead and book that immediately.
2. FieldPrint will ask you to create a login and then you will be able to start filling out a form, which will EVENTUALLY allow you to schedule a fingerprinting date and location. Most of the form is straightforward (albeit duplicative!),
3. When you get to the section where it asks for employer information, you need to put in DCPS, not your actual job. Enter DCPS–Ludlow-Taylor when it asks for the entity you are getting fingerprinted for. It will later ask you two follow-up questions. Your role is volunteer and your agency is DC Public Schools. *Note:* The fingerprinting is free. There is a box on the form where you indicate that it should be charged to DCPS.
4. You finally will get to a screen to choose the fingerprinting location most convenient to you as well as a time slot. There is a FieldPrint Fingerprinting location at 2nd & D NE, as well as other nearby locations by Eastern Market and at 5th and Florida. Most have next day availability. *Note:* When you go to your appointment, you will need to bring two forms of identification. The appointment itself takes less than 5 minutes.

STEP 3: Forward Your Clearance Approval

When you receive the email from DCPS Clearance saying that you are cleared to volunteer, please forward this email to Penelope Miller at Penelope.miller@k12.dc.gov and copy your homeroom teacher. As mentioned above, volunteers who have completed the process recently have reported quick turnaround times for receiving their approval emails. If you do not receive a clearance within two weeks of finishing fingerprinting, we recommend emailing dcps.clearance@k12.dc.gov to ask the status of your application. They are usually very responsive.

Prospective Volunteers with Secret or Top Secret Clearance

If you are a potential volunteer with an active secret or top-secret federal security clearance, you do not need to fill out the application form or get fingerprinted. You DO need to do the clearance form, but you do not need to schedule fingerprinting. Instead, you need to complete the Federal Security Clearance Verification letter. You need to email a signed verification form and a copy of a state issued photo ID to dcps.clearance@k12.dc.gov.