

Step-By-Step Guide to Getting a DCPS Volunteer Clearance

DCPS requires all field trip chaperones and repeat classroom volunteers – such as those who have supported FoodPrints on multiple occasions – to have a valid DCPS clearance. This is a step-by-step guide designed to help you navigate the clearance process as efficiently as possible. Thank you for taking the steps to be a Ludlow Taylor volunteer!



Overview: Any regular volunteering that puts you in contact with DCPS students requires a volunteer clearance from DCPS.

PLEASE NOTE: Even if you have a background check from another agency, you still need to go through this process. (There is only one small exception to this. If you have a secret or top-secret clearance, you can skip the fingerprinting step, but you have an alternate application process. See below.)

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.

There are several steps, but the entire process can be completed relatively quickly. Many volunteers who completed the process recently, the entire process took less than a week from the time they started the form to the time clearance was granted. The other great news is that the clearance lasts two years.

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. **NOTE:** You won't get any 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 below).

1. DCPS has partnered with TrueScreen for the clearance process, and approximately 2-4 business days after submitting your application, you will receive an invitation from TrueScreen to complete the fingerprinting and sex offender registry check process through Application Station.
2. In the email inviting you to set up your profile in Application Station, there will be two codes. Take note of these as you may need them to complete your appointment scheduling. Once you receive this invitation, you will be able to schedule your fingerprinting appointment and initiate the sex offender registry check required for your clearance. A video resource of Application Station and completing the process can be found [here](#).
3. Application Station will ask you to create a login and then you will be able to start filling out a form. Most of the form is straightforward (albeit duplicative!),
4. When you get to the section where it asks for employer information, complete the sections as follows (not with your actual job):

Job Title*	Volunteer
Agency*	DCPS
Division*	Ludlow Taylor Elementary
Email*	

5. When you complete the ApplicationStation part, you get the below message. Note you can always see this info again by logging back into ApplicationStation.

You're almost finished! Please follow the instructions below to complete your fingerprinting.

To complete your Fingerprint Scheduling, please follow the instructions below:

1. [Click Here](#)
 2. If prompted Login using your ApplicationStation credentials, or Create a Fieldprint account using the Sign Up Button.
 3. Enter the following to continue: Personal Fieldprint Code: **[NEW CODE WHICH IS NOT THE APPLICATIONSTATION CODE]**
 4. Follow the online instructions on the Fieldprint Web Site, which will guide you through the process.
6. You will get 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. **NOTES:** The fingerprinting is free. 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.