

# Volunteering in LISD

## LEWISVILLE ISD DEPARTMENT OF HUMAN RESOURCE SERVICES

School volunteers are a key part of a successful school and LISD encourages public involvement at all levels of the District. LISD Board Policy requires that every volunteer undergo a background check before being allowed to serve at any District site. ONLY HR Administrator responsible for background check information has access to the criminal history of an applicant.

**How do I apply to be a volunteer?** Go online to the main LISD webpage: [www.lisd.net](http://www.lisd.net). Under the “Parents” menu, click “Volunteer/Background Check.” Then follow the instructions to create an account in the Teacher Job Network (TJN). The District utilizes TJN to complete its required volunteer background checks. Please note that the District requires an electronic signature from each volunteer that allows the District to conduct the criminal history check.

**Why does the TJN application ask for my Education Information?** You may type N/A in the Education fields if you do not wish to provide that information. The reason it is included is for volunteer areas such as AVID, Reading/Math tutoring, or other content area tutoring provided by volunteers to help find a match for those volunteers with a specific skill set. It is not required in order to be considered for a volunteer or a tutor.

**What if I don't have a Social Security Card or do not want to provide my number?** You may elect to not provide your Social Security Number by completing the No Social LISD Volunteer application located on the LISD website under the “Parents” menu and “Volunteer/Background Check”. Just be aware that if a match appears with a similar name and date of birth, you will not be approved to volunteer until the identity can be verified.

**Once I apply, how long will it be until I am approved to volunteer?** Keep in mind that it may take up to three weeks for a volunteer's application to be fully processed. Once you have been approved as a volunteer, you will be included in the District's Volunteer Data Bank and are permitted to volunteer at that time. Please contact your child's campus to determine whether you have been included in this bank. The Principal of each campus will have access to the “real time” volunteer list which is updated as soon as a volunteer is approved.

**How often does the District require a volunteer to undergo a criminal history check?** Volunteer applications will remain active for three school years. A volunteer must reapply every three years in order to be considered for volunteer approval. Applications from 2011-2012 school year will not be valid after October 1, 2014. If the District is made aware of potential criminal history of a volunteer after the volunteer has been approved, the District may run a criminal history check prior to the expiration of three years.

**If you have additional questions about the volunteer application process,** please contact Brenda West at [WestB@lisd.net](mailto:WestB@lisd.net) or Jeff Crownover at [CrownoverJ@lisd.net](mailto:CrownoverJ@lisd.net). Thank you for your involvement in your child's success in LISD!

