



July 21, 2009

Dear RRISD Volunteers,

As an added measure to improve student safety, Round Rock Independent School District requires any person wishing to volunteer agree to a Name Based Criminal History Check each school year. This is in addition to the Raptor System, which compares all visitor names against sexual offender databases and is currently implemented at all RRISD campuses.

If you regularly volunteer and your efforts meet any of the following criteria, please complete the online application by September 14, 2009 at <https://hrsapp.roundrockisd.org/appentry/>

- You are a Parent or non-Parent volunteer and may be unaccompanied at any time by an RRISD employee. (i.e., Mentors, WatchDog Dads, classroom, cafeteria, library and field-day volunteers, dance and field trip chaperones, etc.)
- You are not a parent, grandparent or guardian of a student enrolled on the campus where you will be volunteering.
- An RRISD Administrator requests you complete a volunteer application.

When completing the online application it is important to use your legal name, identify the campus(es) where you wish to volunteer and click **submit**. The entire application takes less than five minutes to complete and will be processed within 48 hours. As with any district data, multiple security measures are in place to protect all information. If you applied last year, you will use the same user name and password to update and re-submit your application. If you do not remember the user name and password, please call 464-5040.

Paper applications are available in Spanish and English for anyone who does not have Internet access or prefers to use a passport or an alternate form of identification. Paper applications must be turned in at the campus where you wish to volunteer and be accompanied by a photocopy of the alternate identification. Paper applications can take up to three (3) weeks to process.

All approved volunteers will be entered into the district Raptor system from Central Administration. To complete the process, you must bring your photo id to be verified and scanned into Raptor the first time you visit your campus this year. RRISD will notify any volunteer applicant who does not pass the NBCHC through the mail.

The same matrix used to approve applicants for employment is used to approve volunteer applicants. Round Rock ISD will not attempt to prohibit parents from participating in their own child's education. This process will not affect parents who simply wish to visit their child during the school day. All visitors will continue to sign-in using the Raptor System as either visitor or volunteer.

Any questions regarding the volunteer program or volunteer requirements should be directed to the Community Partnerships Department at 464-5049. Questions regarding the online application or user name and password should be directed to Human Resource Services at 464-5040.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Jackson".

Michelle Jackson
Community Partnerships Supervisor