

Approval Process

How long does it take for an application to be approved?

NOTE: Due to the high number of applications received over the summer months the review/approval process may take several weeks. All applications will be processed in the order they are received.

Once your application is "Complete" the ISD will run a Washington State Background check. Pending a satisfactory background check report you will receive a confirmation e-mail from the system letting you know you've been approved, at which point you will be clear to volunteer during the current school year. Please allow up to three weeks for processing.

How do I know if my application has been approved? I cannot remember if I received the confirmation e-mail.

Log-in to your existing account then click on the "my Checklist" tab. Near the bottom of the page in a box titled "Event" you will see your approval status. Approved volunteers will read "Approved to Volunteer" the date shown is your current expiry date.

Under the "My Checklist" tab my account is marked as "Complete" am I approved?

Not quite yet. Once your application is "Complete" you will receive an e-mail from the system letting you know you've finished your application, at which point we will begin the background check process. Pending a satisfactory report you will receive an e-mail from the system letting you know you've been approved. This process may take up to a week.

If it has been over a week and you have not received an e-mail please check your Junk/Spam folders as volunteer e-mails are often filtered into these without our knowledge. If you are unable to locate the e-mail please touch base with your building or e-mail: volunteers@issaquah.wednet.edu