



VIPS APPLICATION PROCEDURES

APPLICATIONS ARE REQUIRED EVERY 4 YEARS

RESPONSIBILITIES OF NEW VIPS

Interested volunteers should complete the following steps:

Complete the VIPS application form. (Forms available in English, Spanish, and Khmer.)

Obtain District-provided free TB testing, TB testing from your health care provider or any of the clinics listed on the attached referral form. TB verification must include the date given, the date read, the results of the testing, and the name of the medical facility. In lieu of TB testing, you may also provide the TB Risk Assessment Questionnaire Certificate of Completion administered by a licensed health care provider. (For X-ray clarification please call (562) 997-8307.)

Return completed application, a copy of a photo ID, and a copy of the TB results to the VIPS Coordinator at your school site. **Missing information will delay processing of your application.** If you are volunteering at different schools, **an application for each school site is required.**

- The school VIPS coordinator will send the following to the Office of Equity Access, College & Career Readiness in the Administrative Building:
 1. Completed application form
 2. Copy of the TB test results or TB Risk Assessment Questionnaire Certificate of Completion
 3. Copy of a photo ID
- District VIPS Office will process application*, clearing VIPS for TB test results and Megan’s Law.
- District VIPS office will send approval form and VIPS badge to the school VIPS Coordinator.
- Volunteers will be contacted by the school VIPS Coordinator and may begin to work at the school site after orientation and handbook has been distributed.

- To safeguard our students and maintain campus security you **must** sign in and out each time you work; you **must** always wear your VIPS ID badge. Your badge **never** leaves the site (except for field trips) nor should it be loaned to other people

RETURNING VIPS, FORMER VIPS OR VIPS TRANSFERRING FROM ANOTHER SCHOOL

1. **If returning to the same school**, please check with your school VIPS Coordinator the date of the TB test using VIPS records at that school site. If the TB results are still current, you may continue at the school site. **A new Application is required every 4 years.**
2. **If transferring from another school, fill out a new VIPS application.** Once it is signed by the principal and the VIPS Coordinator, the VIPS Coordinator will send the application to the District VIPS Office. A copy of the TB test will not be necessary as long as it is up to date. The application will be processed. An approval form and badge will be sent. **Badges are not to be transferred from one site to another.**

If the VIPS TB test has expired, (4 years for TB test).

A NEW APPLICATION IS REQUIRED. TB verification must include the date given, the date read, the results of the testing and the name of medical facility. For X-ray clarification, please call (562) 997-8307.

Address on ID submitted must match the address on the application. If you have moved, please attach proof to verify current address. **Photo ID must be clear.**

***VIPS processing will take approximately 2-3 weeks or longer. Please make sure that you complete the application form with the necessary information and signatures to avoid delay. We appreciate your patience.**

*Please note that those applications showing **convictions require court papers to be attached to the application** and will require additional time to clear. Any questions concerning these applications can be directed to: Sharon Lazo-Nakamoto, VIPS District Coordinator – (562) 997-8307.