



**MT. DIABLO UNIFIED SCHOOL DISTRICT
JAMES W. DENT EDUCATION CENTER**

1936 Carlotta Drive
Concord, California 94519-1397
www.mdusd.org
(925) 682-8000
FAX (925) 676-4092

HUMAN RESOURCES

VOLUNTEER REQUEST FORM

Date: _____

Thank you for taking the time to become a volunteer for Mt. Diablo Unified School District.

Fingerprinting: Administrative Regulation (AR) 1240, approved by the Board of Education on August 26, 2003, states that all volunteers be fingerprinted for a background check with the California Department of Justice (DOJ) prior to volunteering. **Fingerprints do not expire**, and are valid throughout the school district. Fingerprinting is done at the district office by appointment only. Please schedule your appointment online at: **mdusd.org; then go the Human Resources tab, then click on Volunteer Instructions.**

Valid I.D.: You will need to bring permanent, valid identification with you to your fingerprint appointment. Expired or temporary forms of I.D. **cannot** be accepted. Please visit our website for a list of valid forms of I.D.

Tuberculosis (TB) Clearance: You must also provide evidence of medical clearance from tuberculosis, obtained within 60 days of being fingerprinted. You can bring your TB clearance up to 60 days after your fingerprint appointment. **You will not be cleared to volunteer until our office receives this documentation.**

Fees: There is a **\$32.00 fee for fingerprinting.** (The fee is \$49.00 if you have lived in California for less than one year.) You can pay with cash (exact change only please), or money order or cashier's check made payable to Mt. Diablo Unified School District. **No personal checks, credit or debit cards will be accepted.**

Volunteer Name: _____

Student Name(s): _____

School(s): _____

Please check one:

Parent/Guardian/Family Member Community Member Student Other: _____

Disclaimer: Mt. Diablo Unified School District is not responsible for, nor has any authority over DOJ response time. Once fingerprints are submitted, it may take up to 30 days or longer for clearance to occur.

TO BE COMPLETED BY DISTRICT PERSONNEL:

Once you are cleared to volunteer, this form will be mailed to you for your records.

TB clearance remains valid for **4 years**, and it is your responsibility to update it when expired.

TB Expiration Date: _____

Volunteer Clearance Date
Invalid without District Stamp