

# Volunteering and Coaching

Your Step-By-Step Guide for Completing Mandatory Fingerprinting

**IT'S TIME TO GET READY - START NOW:** ALL individuals wishing to volunteer and/or coach in the Menlo Park City School District must register to volunteer and complete the fingerprinting process.  
**MPCSD VOLUNTEER FINGERPRINTING REQUIREMENT BEGINS 11/01/2025**

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## Complete the Volunteer Registration Request Form

Start by completing the [Volunteer and Coach Registration Request Form](#) to register as a volunteer and/or coach with MPCSD. Once you submit your form, you will receive an email confirmation with next steps and the Live Scan form. *A TB risk assessment/negative TB test result is state required and will be needed to complete the process.*



SCAN HERE

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## Get Printed

Take your MPCSD Live Scan form and photo ID to any Live Scan Service Center. Pay the fee, and get fingerprinted. It takes time for Live Scan results to be returned, and the timing is difficult to estimate as the results are returned at various intervals. At minimum, the results take a week to be received. *Delays may be caused by poor fingerprint quality or data sourcing issues.*

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## Approval

When approved, you will receive a follow-up email with an updated QR code and Quickpin for use in SchoolPass. Your SchoolPass name badge will be automatically updated to *Approved Volunteer*. *After 11/1/2025, those with a pending status will not be able to volunteer until their approval is received.*

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## You're Done!

We're so grateful for your service to our students, teachers and staff- thank you! Remember, volunteers MUST always check into the Main Office every time they arrive on campus and wear their SchoolPass name badge.

# COACHING?

## Plan in advance

Coaches may not start working with students until this process is complete.

Questions? Please contact MPCSD Human Resources at [hr@mpcsd.org](mailto:hr@mpcsd.org) or 650-321-7140 x5602

## Visitor

A visitor is a guest, spectator, or participant attending an academic event, visiting a classroom, attending a performance as a member of the audience, Back to School Night and Open House events, or parent-teacher conferences.

**No fingerprinting is required.**

## Volunteer

A volunteer is anyone working with students. Volunteers may support the schools, staff, and students under the immediate supervision of a staff member.

**Fingerprinting is required.**

## Coach

A coach works with student teams and assists in any After School Sports program.

**Fingerprinting is required.**

**Every coach must complete the fingerprinting process BEFORE working with students.**

## ASP Instructor

All vendors in our After School Programs submit an affidavit to MPCSD certifying that their instructors have completed fingerprinting through their own organization.

**Fingerprinting affidavit is required.**

[Link to MPCSD Fingerprinting FAQs](#)