San Mateo Union High School District
ESTABLISHED 1902

If you have any questions, please contact the Human Resources Department at
hrvolunteer@smuhsd.org (650) 558-2299

VOLUNTEER PORTAL INSTRUCTIONS

San Mateo Union High School Volunteer Portal

Thank you for your interest in volunteering! Beginning in the 2026-2027 school year, we will be using a centralized volunteer portal where you can sign up for volunteer opportunities, upload the documents required for clearance, and receive messages from District Human Resources Staff.

How do I sign up?

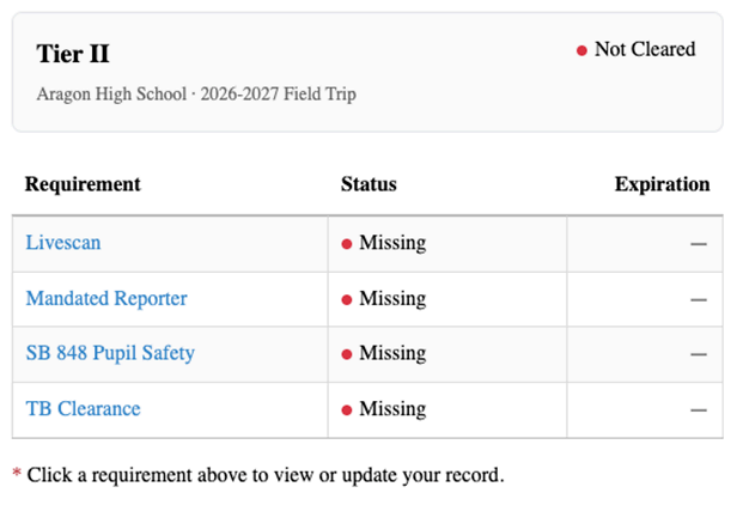
1. Sign in at: https://smuhsd.backspin360.com
2. Click the **My Clearance Profile** link in the sidebar menu
3. Click the **Apply** tab
4. Submit the form

How do I get cleared?

Once you've applied, a new job record will be created. To view the clearance requirements:

1. Click the **Jobs** tab
2. Click on job title link
3. Review the requirements for the job

For example:



Tier II ● Not Cleared

Aragon High School · 2026-2027 Field Trip

Requirement	Status	Expiration
Livescan	● Missing	—
Mandated Reporter	● Missing	—
SB 848 Pupil Safety	● Missing	—
TB Clearance	● Missing	—

* Click a requirement above to view or update your record.

Click on each of the links in the Requirement column to view instructions for meeting that requirement. In many cases, you will be asked to upload a document as proof of completion.

SMUHSD Human Resources staff members will review items as they are submitted and will notify you when you are cleared.

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