

M-DCPS School Volunteer Process

To be a volunteer for Miami-Dade County Public Schools, you must now fill out an online Volunteer Registration, even if you were previously registered prior to this year. Registration will be done through either Parent or Community Portal.

One way to complete this process is:

A. If you have a Parent Portal account with your name on it

1. Log onto the Parent Portal
2. Click on the Services/Sites tab
3. Click on "Be a School Volunteer"
4. Complete the required fields. Note: Name, Address, and Date of Birth must be accurate, or the clearance process will be delayed.
5. Click Submit.
6. A message window will open saying "Continuing will require an identification and background check. Are you sure you want to continue?" Click "OK"
7. Select school location.
8. Click Student Relative box, if applicable.
9. Select type of service activities you are volunteering for.
10. There are 2 different clearance levels: Level 1 and Level 2. Most activities are Level 1: chaperoning a day field trip or helping out at school activities. Level 1 volunteers will have electronic background checks. Level 2 is not necessary for our school.
11. Click Submit.

Please bring a photo ID to the school and make an appointment when volunteering on campus.