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Dear Elk Grove, Unified School District Families, Staff, and Community:

This provides an update on the Elk Grove Unified School District’s (“EGUSD”) volunteer guidelines and procedures for the 2022-2023 school year. The district will continue to permit volunteers to access school campuses when deemed essential for educational purposes. The safety of our students and staff remains the highest priority.

The following summarizes EGUSD’s guidance for volunteer assistance during the 2022-2023 school year.

Volunteers

A volunteer is defined as an unpaid person assisting under the direction and/or direct and indirect supervision of a licensed teacher, administrator, or District employee. Volunteers may be assigned work deemed necessary and approved by a Site Administrator.

Clearance Process

All volunteers must have an approved work assignment, complete an Internal Volunteer Request form, and be cleared by EGUSD before beginning volunteer services or assignments. Internal Volunteer Request forms can be obtained from the Principal or Administrative Staff at each school site. Current volunteers who already have valid fingerprints in our district will only need to have a filled and approved Internal Volunteer Request form from their preferred site Administrator. New volunteers will receive a link to request a fingerprint appointment at our district office and a form from the site administrator, if and when there is an available volunteer assignment. EGUSD reserves the right to authorize, deny authorization, and revoke authorization for all school and classroom volunteers.

Additionally, all volunteers are subject to and must complete a California Department of Justice/Federal Bureau of Investigation Live Scan fingerprint check, as well as a thorough background check, prior to beginning volunteer duties.

If you are a current volunteer and it has been five or more years since you last completed a California Department of Justice/Federal Bureau of Investigation Live Scan fingerprint check, you must complete an updated fingerprint check.

Please note that a Live Scan clearance may take several weeks. It is vitally important that prospective volunteers secure their fingerprints well in advance of all activities requiring fingerprint clearance.

We are extremely appreciative of our community resources and thank you for sharing your precious time, individual talents, and expertise as a school volunteer. Please note, all volunteers serve at the discretion of EGUSD and may be relieved as a volunteer at any time.

Sincerely,

EGUSD Administration