# DCPS Clearance Process for Unsupervised

# and Supervised Volunteers

Below you will find the necessary steps to complete the clearance process. We encourage you to begin this process **as soon as possible**. If you have any questions, please contact your volunteer point of contact. Once the below steps are completed, please inform your volunteer point of contact and they will work with DCPS to track your clearance progress. The DCPS team will inform you once all clearances have been processed.

1. **DCPS Clearance Application (*NOTE: DO NOT complete on a mobile device, complete on a computer or laptop)***
   a. Complete the DCPS Clearance Application. When completing this application, select the following:
      i. Application Type: "Volunteer, Supervised and Unsupervised"
      ii. Organization: "DC Public Schools"
      iii. Employer Contact Person: The name of your point of contact at the location where you are volunteering
      iv. Employer Email: The email address of your point of contact at the location where you are volunteering
      v. Employer Phone Number: The phone number of your point of contact at the location where you are volunteering
   b. **Complete TB Risk Assessment**. When submitting the DCPS Clearance Application, you will be directed to self-report a TB Risk Assessment Screening (embedded within the application), which will ask questions regarding your travel history, TB testing history, and possible TB virus exposure. Based on responses to these questions, the assessment will either satisfy the TB screening requirement or you will be directed to complete a TB test. If your risk assessment indicates that you must complete a TB test, you must provide TB test results to move forward in the clearance process. DCPS accepts negative skin or blood tests taken, or a clear x-ray analysis issued, within the last 12 months. If a TB test is required, please send your results to the DCPS Clearance team (dcps.clearance@k12.dc.gov).

2. **Application Station:** A video resource of Application Station and completing the process can be found here.
   a. Within 1-2 business days after submitting the DCPS Clearance Application, you will receive an email from **applicationstation@truescreen.com** to complete online forms required for your clearance process. Please complete those forms and submit them on Application Station.
   b. **Schedule and complete a FieldPrint fingerprinting appointment**. Using the unique code and instructions provided in Application Station you can schedule your FieldPrint Appointment.
   c. A SOR check will be automatically run after you submit your Application Station Forms.