

FREQUENTLY ASKED QUESTIONS

Thank you for supporting Arlington ISD students and schools!

1. WHY DO I NEED TO COMPLETE A CRIMINAL BACKGROUND CHECK?

We are grateful for your willingness to volunteer in our schools. To help provide a safe and secure environment for our students, staff, and volunteers, all volunteers are required to complete a criminal background check before serving. This standard process supports district safety policies and helps ensure the well-being of everyone on our campuses.

2. DOES ARLINGTON ISD COVER THE COST?

Arlington ISD covers the cost of the initial name-based criminal background check conducted through the Texas Department of Public Safety (DPS).

In some cases, additional fingerprinting may be required to verify an individual's identity or resolve potential matches identified during the name-based screening process.

If fingerprinting is required, applicants must:

- Submit a complete set of fingerprints through the Texas Department of Public Safety's Automated Fingerprint Identification System (AFIS).
- Pay the fingerprinting fee, which is approximately \$37.00.

Once Arlington ISD receives the fingerprint results from DPS, any relevant information may be reviewed and discussed with the applicant as needed.

3. DO I NEED A NEW CRIMINAL BACKGROUND CHECK EACH SCHOOL YEAR?

Yes. All volunteers must submit a new volunteer application and complete a new background check each school year. Volunteer applications and background checks are valid for the applying school year and expire each summer, so they must be renewed annually to remain eligible to volunteer.

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4. WHAT HAPPENS IF I DO NOT PASS MY CRIMINAL BACKGROUND CHECK?

If your criminal background check results in a disqualification, you will receive an email notification informing you that you are not approved to volunteer. If you believe there has been an error or would like to appeal the disqualification, please email volunteer@arlingtonisd.org and we will guide you through the next steps.

5. CAN I STILL VISIT MY CHILD AT SCHOOL IF I AM NOT AN APPROVED VOLUNTEER?

Parents and guardians do not need to be approved volunteers to be involved in their child's education or to visit the school for parent-related activities.

Parents and guardians are welcome to:

- Attend parent-teacher conferences, ARD/504 meetings, and other school meetings.
- Participate in campus events that are open to families.
- Have lunch with their child, when permitted by the campus.
- Drop off items for their child.

All visitors must check in through the campus visitor management system and follow campus visitor procedures.

A volunteer background check is only required for individuals who wish to serve as volunteers, such as, but not limited to, mentoring students, assisting in classrooms, chaperoning field trips, or helping with school activities and events.

6. ARE VOLUNTEER APPLICATIONS ACCEPTED YEAR-ROUND?

Yes. Volunteer applications are accepted throughout the school year. Volunteer approval is valid for the applying school year, beginning the second week of June and expiring on the first Friday of the following June.

7. IS THERE A MINIMUM AGE REQUIREMENT TO VOLUNTEER?

Yes. All volunteers must be at least 18 years of age.

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8. I AM A STUDENT INTERESTED IN VOLUNTEERING. CAN I APPLY EVEN THOUGH I AM UNDER 18?

Currently, we are unable to accept volunteer applications from individuals under the age of 18 yrs. old.

If you are an Arlington ISD student interested in volunteering, please contact the principal at the campus where you would like to volunteer. There may be opportunities available for students, provided the volunteer activities are a part of an Arlington ISD program and supervised by an Arlington ISD staff member.

9. I AM AN ARLINGTON ISD STAFF MEMBER, DO I HAVE TO COMPLETE THE VOLUNTEER APPLICATION AND CRIMINAL BACKGROUND CHECK?

Employees of the Arlington Independent School District may perform the functions of a school volunteer without going through the additional annual criminal background check and volunteer application that is required for non-employee volunteer applicants. Additional background checks for Arlington ISD staff are not necessary to volunteer. The background check for staff includes a subscription to the FBI database and is a standard part of the employment process for all employees.

If an Arlington ISD employee would like to volunteer at a school facility or event, he or she may do so with Arlington ISD employee identification. However, if an Arlington ISD employee would like to keep track of their volunteer hours via RAPTOR, they should complete the Arlington ISD volunteer application to create a profile in the volunteer system.

10. HOW LONG DOES IT TAKE FOR AN APPLICATION TO BE APPROVED?

Applications are reviewed in the order they are received and are typically reviewed and approved within 24–48 hours. However, due to the high volume of applications received during August and mid-September, processing times may exceed one week. We encourage volunteers to apply as early as mid-June to avoid delays and reduce the risk of longer processing times during the start of the school year.

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11. HOW DO I KNOW IF MY APPLICATION HAS BEEN APPROVED?

Once approved, your volunteer status is immediately available to the school(s) you selected. You will also receive an automated email notification from donotreply@raptortech.com. Please check your spam or junk folder if you do not see the email. You may also contact the Family and Community Engagement Department at 682-867-7748 or email us at volunteer@arlingtonisd.org, to verify your status.

12. DO I NEED TO UPLOAD A VALID DRIVER'S LICENSE TO VOLUNTEER?

Yes. A valid, unexpired photo ID is required for all volunteer applications. If you do not have a driver's license, other forms of government-issued photo identification, such as a passport or military ID, are acceptable. Applications cannot be approved without a valid unexpired photo ID.

13. WHO DO I CONTACT ABOUT THE STATUS OF MY VOLUNTEER APPLICATION?

School office staff can check your volunteer status. You may also contact the Family and Community Engagement Department at 682-867-7748 or email us at volunteer@arlingtonisd.org for assistance.

14. HOW DO I SIGN UP TO VOLUNTEER ONCE I HAVE BEEN APPROVED?

After receiving approval, please contact the specific school, department, or program where you would like to volunteer. Each campus or program manages its own volunteer opportunities and schedules.

15. WHO CAN I CONTACT WITH QUESTIONS REGARDING MY VOLUNTEER APPLICATION?

For questions about your criminal background check or volunteer information, please contact the Family and Community Engagement Department at 682-867-7748 or email us at volunteer@arlingtonisd.org. For questions about a specific volunteer opportunity, please contact the school directly.