



**KLEIN ISD**  
FUTURE READY

www.kleinisd.net

7200 Spring-Cypress Road, Klein, TX 77379  
Central Office 832.249.4000

Dear parents, guardians, and community members:

The Klein ISD appreciates its volunteers; they make a positive difference each day for our students and teachers. If you have never served as a school volunteer, I invite you to become a part of our dedicated team by completing the necessary forms online.

Getting started is simple and involves two steps:

1. filling out a volunteer application, and
2. completing a criminal background check

**Instructions for completing this process may be found on the reverse side of this letter.**

We want community members to know that adults working with our students have successfully completed a criminal background check. The Klein ISD conducts criminal history checks of all applicants for employment in the school system. Because the safety and security of our students is of primary importance, we also conduct background checks for volunteers who come into contact with our children. This proactive requirement is supported by Texas law (Texas Education Code § 22.083) to protect the well being of our most precious resource—our students.

The education of our students is a partnership between the home and the school. Your support of your child's education is a vital element of the education process. As your time allows, you can make a difference for other students through volunteer service.

If you have questions about the registration process or the volunteer program, please contact Ms. Judy Rimato, the associate superintendent for communications and planning, at 832-249-4444 or your school's principal.

Sincerely,

Bret Champion, Superintendent of Schools  
Klein Independent School District

Dr. Bret Champion • Superintendent • bchampion1@kleinisd.net  
832.249.4170 • http://www.kleinisd.net • Fax: 832.249.4015

## Volunteer Sign Up and Background Check Information

Thank you for your interest in becoming a Klein ISD volunteer. Signing up is done online through the district's website and involves two separate parts:

- completing an electronic volunteer application
- completing an electronic criminal background check

Following are step by step instructions for completing both required items.

**Both the Volunteer Sign Up and Criminal Background check must be completed for your application to be processed.**

### Volunteer Sign Up and Criminal Background Check Instructions

1. Log on to the district's website, [www.kleinisd.net](http://www.kleinisd.net).
2. Click on "Departments" in the gray bar going across the page.
3. Under the Communications and Planning Department (first one), click on "Volunteers".
4. Click the "Volunteer Sign Up" link on the left side of the page.
5. Read all the information on the Sign Up page prior to completing the two steps
6. Click the blue "Click Here" link (#7)
7. A new window will open to the CERVIS Volunteer Management System where you will complete a volunteer profile. Once you finish filling in the form, click "submit."
8. Go back to the original "Sign Me Up!" page, and click on the blue "Criminal Background Check" link (#8).
9. A new window will open. At the bottom of the page, it will ask if you agree to the criminal history/background check. Click "Fill in Background Information" to continue.
10. Fill in your information and make sure to initial the bottom to give your consent again.
11. Click "Save", a "thank you" screen will appear, and you will receive an automated email telling you the background check was successfully submitted.
12. If you don't see the thank you screen your background check did not successfully submit.
13. If you don't receive the automated email, stating that your background check was successfully submitted, then it was not successfully submitted.
14. You are done once both have been successfully submitted.

What should I do if my background check was not successfully submitted?

You are welcome to visit any KISD school to use a computer available in the Welcome Center.

How can I complete this process if I do not have a computer?

You are welcome to visit any KISD school to use a computer available in the Welcome Center.

### Additional Information

- The background check will take up to ten business days.
- A volunteer coordinator or campus staff member should call you when your name appears on the approved database.
- If you have not heard from the campus a few days after receiving the email saying you are cleared to volunteer, call the campus asking how to begin your volunteer service.
- Any volunteer declined because of the criminal background check will receive notification in writing. At no point will a principal or volunteer coordinator receive information about a person's criminal background check; all information will remain confidential.
- To arrange a confidential conference about non-approval, call Dr. Janice Taylor at 832-249-4225.