



Plano ISD Online Volunteer Application

All Plano ISD volunteers must have a background check every school year. Volunteer applications for the school year 2009-2010 can be entered after July 1. The volunteer application process is online only. Please use this link www.pisd.edu/volunteer to register. Volunteers without home internet access, may use their local library's internet resources, computers available at the PISD Administration Building (Human Resources Dept., 2700 W. 15th St.) or computers at their child's school library (please check with school office staff).

PLEASE NOTE: You must use your legal name. This is the name on your Social Security Card.

If you are not a U.S. citizen, and/or you do not have a U.S. Social Security Number, you must first complete the online application and then register in person with the Plano ISD Safety and Security office at 2700 W. 15th St. You will need to bring your passport, visa or birth certificate with you to the Safety and Security office. For specific information call 469-752-8057.

If you are a PISD Employee volunteering in your child's school you **DO** need to complete the volunteer application every year you wish to volunteer. See directions for employees below.

If you are a minor or are someone without a driver's license, you can still volunteer. Enter "no" to the question of whether you have a driver's license or enter your State ID number (if available) in the driver's license area.

Returning, New and Plano ISD Current and Former Employee Volunteers	
1.	Go to Plano ISD Web site at www.pisd.edu/volunteer
2.	If you have <u>ever</u> volunteered in Plano ISD (and are not a current or former employee), click on " Returning Volunteer. " You will then be asked for the User ID and Password that you created on your original login. If you cannot remember them, look for "click here if you cannot remember your User ID and Password." The system will then ask for the last 4 digits of your Social Security Number, your birth date and your driver's license number (if applicable). This information allows the data base to find your record.
3.	If this is your first time to volunteer in Plano ISD and you are not a current or former PISD employee, please click on the second option " New Volunteer " and follow the instructions. If you try this option and are told your Social Security Number is found, you are a returning volunteer. Retry using that option.
4.	If you are a current or former PISD employee, please click on the Current or Former Employee Option.
5.	Continue completing or updating information as appropriate. Any box with an asterisk (*) is mandatory and must be completed.
6.	Use your legal name, not a nickname (it must match your Social Security Number).
7.	Type in Social Security Number without hyphens (example: 555005555).
8.	For new volunteers: you are required to create a User ID and Password. Use any combination of upper case or lower case letters or digits. Please make a note of your User ID and Password for use in volunteering in PISD in future years.
9.	For new volunteers: You will create your own hint question (this can be a simple prompt, (example: hint question – favorite color; and hint answer – red).
10.	Follow all prompts. Save and continue and be sure you complete the entire application. Don't forget to select all the schools where you plan to volunteer.
11.	If you have questions, contact the Plano ISD Resource Center at 469/ 752-2180 or teamshelp@pisd.edu or the PISD Communications department at 469/ 752-8144

NOTE: To find out if your application is complete go to www.pisd.edu/volunteer, click on "**Returning Volunteer**" and provide your User ID and Password. After your application is complete, your name will automatically be included on the list of approved volunteers for any school you selected in your application. There is no notarized form required as in past years. Thank you for your interest in being a PISD Volunteer. We thank you for your gift of time!