

DCPS VOLUNTEER CLEARANCE PROCESS

District of Columbia Public Schools require all volunteers – including Power Lunch Reading Mentors – to complete the DCPS Clearance Process before working with students.

Once approved, DCPS Clearance is valid for 2 years. This means if you received your DCPS Volunteer Clearance in September 2018, you will not be required to renew your status until September 2020. So long as your clearance doesn't lapse, returning mentors will only need to complete the fingerprinting process; a new TB test is not required for returning volunteers.

*Reading Mentors at Francis Scott Key Elementary School in Arlington, VA do not need to complete the DCPS Clearance Process.

There are three steps that all DC volunteers must take to obtain background clearance from DCPS:

STEP 1: Complete the [DCPS Volunteer Application](#). This is separate from the EWDC Mentor Application.

Please note, the DCPS Volunteer Application requires individuals to enter the name of the school where they will be volunteering. If you are a returning mentor, please select your prior Power Lunch School. If you are a new mentor and do not know which school you will be reading at, or have any questions about your school assignment, please contact us at programs@everybodywinsdc.org.

STEP 2: Complete a Tuberculosis Test

All DCPS volunteers must be able to show proof of a negative TB test in order to obtain clearance. This can be a negative TB skin or blood test taken within the last 12 months. Such proof must be provided at the time a prospective volunteer undergoes the DCPS fingerprinting requirement as outlined below. If you do not already have a record of a negative TB test, there are a number of options available:

1. Obtain a TB blood test as part of a regular annual examination with your physician. This may be covered by your insurance.
2. Visit a local pharmacy or clinic to take a TB skin test.

TB skin tests require a follow-up visit within 48-72 hours of the initial visit in order to have the skin test assessed. These tests are often not covered by insurance and require a small fee. If your skin test is positive, but you do not have active TB, then you will need to show negative results from a blood test taken in the last 12 months or a chest x-ray taken in the last 5 years.

STEP 3: FINGERPRINTING

All prospective DCPS volunteers must complete the fingerprinting process administered by DCPS. To be fingerprinted, you must have the following documents:

- proof of a negative TB test and
- a state-issued photo ID.

You will also need to provide your social security number.

DCPS recommends that you complete the [DCPS Volunteer Application](#) prior to the fingerprinting process. Volunteers are fingerprinted on a walk-in basis Monday through Thursday from 8 a.m. to 5 p.m. and Fridays from 8 a.m. to 3 p.m. at DCPS (1200 First Street, NE, Washington DC).

Exception to the Fingerprinting Requirement:

If you have an active secret or top secret federal security clearance you can be exempted from the fingerprinting portion of the DCPS Volunteer Clearance process. Individuals in this category may complete the Federal Security Clearance Verification letter in lieu of being fingerprinted with DCPS. The original signed verification form, a copy of a state issued photo ID, and TB test taken within the last 12 months should be emailed to dcps.clearance@dc.gov.

Once all the steps above are complete, DCPS volunteers will receive a verification email from DCPS 5-10 business days after being fingerprinted. This email will contain your DCPS volunteer clearance letter, which is valid for 2 years. Please keep a copy of the clearance letter for your records and email a copy to programs@everybodywinsdc.org.