

DCPS VOLUNTEER CLEARANCE GUIDE (updated 09/22)

1. Complete DCPS Clearance Application ([click here](#))

- Relationship to DCPS: **Volunteer, Supervised**
- Type of volunteer services: **Enrichment program support**

Please describe your relationship to DCPS.

A DCPS Employee (prospective or current) is someone who has or will receive an offer

A Contractor/Program provider is someone who is receiving pay for services provided

A Volunteer, Supervised is someone who is offering services to DCPS schools or office

A Volunteer, Unsupervised is someone who is offering services to DCPS schools or offi

An Athletic Coach is someone who provides coaching services to DCPS, either paid or

A Student Teacher or Intern is someone who is providing services through an educatio

*

Volunteer, Supervised



Please select the type of volunteer services you are providing to DCPS*

Enrichment program support



- School Placement
School 1: After School Program

School Placement Information

Please list the DCPS school or schools where you are confirmed as a volunteer, that you are cleared for all DC public schools. However, we must be able to ve

School 1*

After School Program



- Point of Contact
Jennifer McKenzie
(202) 836-4926
jmckenzie@everybodywinsdc.org

Point of Contact: Please enter information about either a DC public school or a p

DCPS/ Program Point of Contact Name*

Jennifer McKenzie

DCPS/ Program Point of Contact Phone*

202-836-4926

ext.

DCPS/ Program Point of Contact Email*

JMcKenzie@EverybodyWinsDC.org

- Once all sections of the DCPS clearance application are completed, click **Save & Close** on the top right corner to submit

Save & close



Cancel

2. Schedule a Fieldprint Fingerprinting Appointment ([Click Here](#))

Go to schedule.fieldprint.com

- Enter an email address under **New Users/Sign Up** and click the **Sign Up** button. Follow the instructions for creating a Password and Security Question and then click **Sign Up and Continue**.
- Use Fieldprint Code: **FPDCEMPLYEE**

Reason

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Fieldprint Code

FPDCEMPLYEE

Continue

If you don't have a Fieldprint® code, please contact the employer or organization that sent you to this website.

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Additional Information

- Applicant Type: **Volunteer**
- Billing Code: **DC Public Schools**

Additional Information

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Required items are marked with *

The employer or organization that sent you to this website or the processing

Applicant Type:

Volunteer

Billing Code: *

DC Public Schools

Employer

- Employer Name: **Everybody Wins DC**
- Address: **1420 New York Ave NW, Suite 650, Washington, DC 20005**
- Phone: **(202) 216-9467**

Employer

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Required items are marked with *

Please enter information below about your current or prospective employer,

Employer Name: *

EWDC

Address Line 1: *

1420 New York Ave NW

Address Line 2 (Suite/Apt/etc.):

Suite 650

City: *

Washington

State: *

DC

Zip Code: *

20005

Phone:

(202) 216-9467

Save and Continue Back

Once registration is completed, schedule your appointment at a Fieldprint location of your choosing. **Bring two forms of ID to your fingerprinting appointment.** You will receive a confirmation email outlining which forms of ID are accepted.

For any questions, please contact EWDC Volunteer and Partnership Manager:
Jennifer McKenzie
jmckenzie@everybodywinsdc.org
(202) 836-4926

