## **Background Check Instructions**

- 1. Follow this link: <u>https://austinpartners.org/volunteer/</u>
- 2. Click "I prefer to register without making a donation."
- 3. Create an account

Austin Partners in Education
Volunteer Login
Enter your email address.
* Email
Login
If you have never volunteered with APIE, or don't remember your email, then create a new account.
Create New Account

4. Enter name and email, check both boxes, press Submit.

New Volunteer Registration		
* Legal First Name	* Legal Middle Name	* Legal Last Name
* Email		
		19
Read more	* Background Check Author	ization
I agree that I am eligi	ble for this volunteer position in accordance with	n APIE's Background Check Guidelines
,,	* 🗸 I Agree	
The Su	bmit button will not display unless you o	check both boxes

- 5. After you've created an account, go to Volunteer Login. Complete all the details on the screen.
- 6. On the **School** screen, select Akins and press **Next**.

S	chool	
Se	elect School	Next
How to sign up for volunteer opportunities	* School	
1. Select a school from the <b>School</b> drop down.	Akins High School	•
2. Click <b>NEXT</b> to view available opportunities at your chosen school.	1	
Interested in volunteer opportunities at two or more	Akins High School	
schools?	Allison Elementary School	

7. On the Volunteer Opportunities screen, check the box Sign Me Up, and press Next.

	Volunteer Opportunities	
	Pick Volunteer Opportunities	Next
School	Volunteer Activity	
1 Akins High School	School Volunteer	✓ Sign Me Up

8. On the **Volunteer Confidentiality** screen, Type your full name, sign your name with your finger or your mouse, then press **Next**.

	Sign Volunteer	Confidentiality Agreement	
Austin ISD Vo	unteer Con	fidentiality Agree	ment 2021-2022
As a volunteer of Austin ISD, you ma records about students while you ar School District with anyone, includin a crime that you may witness and ar	y hear statements and co e volunteering at the scho g your spouse or any oth e required to report unde	omments from teachers, parents, staff a bols. This information is confidential and er family member. This agreement does er state or federal law.	and students and view educational d IS NOT to be discussed outside of t s not, however, prevent you from repo
State and Federal laws place consid students. As a volunteer, you are abl information with anyone other than	erable responsibility on a e to see records and hear hose professionally asso	nyone who works with students not to c r information about students. You canno cciated with your duties with the student	divulge any kind of information about ot, and you must not discuss any of t t and only on a "need to know basis".
By revealing confidential information quite possibly violate federal law, spe disclosure of confidential student inf	about students, you bet cifically the federal Fami ormation violates FERPA	ray the confidence that the students, pa ily Educational Rights and Privacy Act o and implementing federal regulations f	rents, and the District place in you an f 1974 (FERPA). Any unauthorized found in 34 Code of Federal Regulatic
Part 99. FERPA is specifically incorp public (Government Code, Section 5 In addition, I understand that any da are to be protected. I will not distribu release of confidential information is A misdemeanor.	orated into the Texas Ope 52.026). a sets or output reports te to any unauthorized po prohibited by the Texas	en Records Act as an exception to recor that I may generate or have in my posse erson any data sets or reports that I hav Government Code, Section 552.352, and	ds that are subject to disclosures to ession and containing confidential da re access to. I also understand that d that such an offense constitutes a
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- 9. When you are done, you will get a **Success** message.
- 10. You will receive a confirmation email. Forward that to tammy@akinsbandboosters.org.