

****You can print a copy of the letter to bring to the RCMP [here](#).****

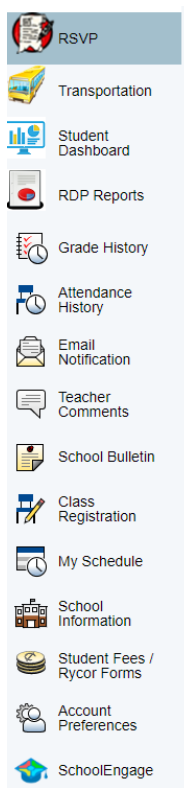
1. Log on to your Parent Portal. powerschool.rdpsd.ab.ca If you don't remember your username and password, call the office for assistance at 403-342-3288.

A screenshot of the PowerSchool SIS login page. The page has a dark blue header with the "PowerSchool SIS" logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (active) and "Create Account". A "Select Language" dropdown menu is set to "English". Below that are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is in the bottom right corner. At the bottom of the page, there is a copyright notice: "Copyright © 2005-2020 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

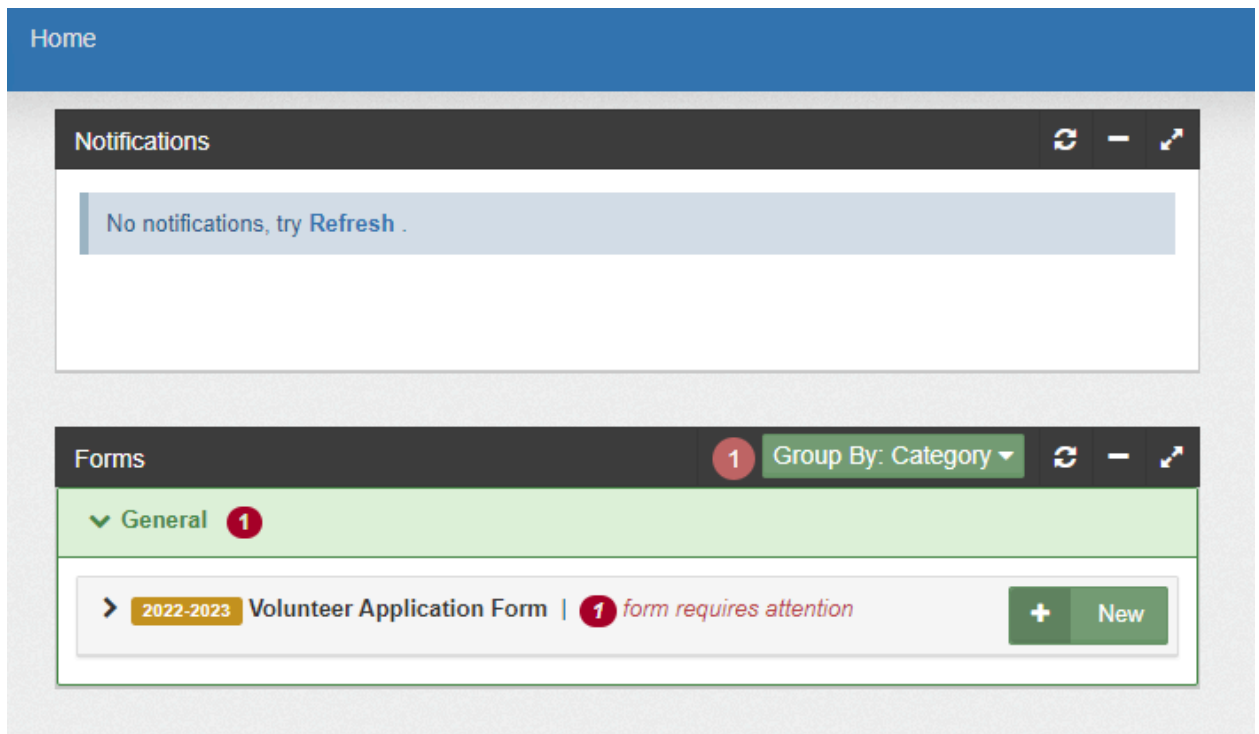
2. If you are using your phone, click on the grey triangle in the left hand corner to view the menu



3. Select School Engage



4. On the home screen, you will see Volunteer Application Form under Forms. Click New



5. Complete all areas of the application form.



Volunteer Application Form

Valid only for the current school year.

In order to ensure the security and safety of our staff and students, all volunteers in our schools **need to be approved**. This form must be completed when first volunteering in a school or when volunteering in a position that requires a different security check than the initial application. The information collected on this form will be held in strict confidence.

A volunteer is:

Someone who assists schools and/or students either in curricular or extra-curricular activities including volunteer drivers.

Volunteers do not include:

- guest speakers
- presenters
- visitors to the school
- parents assisting their own children in the school
- school council members in their position as school council members
- Red Deer Public School Division students volunteering in Division schools

Part A

Warning!
You have required, optional and invalid fields below.

6. At the bottom, you will be able to upload your criminal record check

Sector Check

Criminal Record Check required for:

All individuals, including minors under the age of eighteen, who may be engaged in the following volunteer activities, shall be required to provide a current (within the last 6 months) Criminal Record check once every three years prior to assuming any volunteer duties regarding:

- duties are performed in a school or on school grounds when staff are on site and monitoring the activities.

Vulnerable Sector Check required for:

All individuals, including minors under the age of eighteen, who may be engaged in the following volunteer activities, shall be required to provide a current (within the last 6 months) Vulnerable Sector check once every three years prior to assuming any volunteer duties regarding:

- overnight field trips;
- activities involving the supervision of students away from the school, or
- driving students in District or non-District owned vehicles without staff present

Part C

7. Sign and date your application, then click submit.

Part C

As a volunteer, we would like to advise you of the following conditions:

1. Confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff are honoured.
2. Any information collected, used, generated and stored by Red Deer Public Schools including student, instructional, financial or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
3. You may not disclose, communicate, publish, take, alter, copy, interfere with, or destroy any information unless you are specifically authorized to do so by the teacher or principal.
4. You must notify the principal of any new criminal charges at the time the charge is made.
5. The teaching and administration staff are responsible for student learning and discipline.
6. School administration, teaching, and support staff have specific roles to play and it is important that the staff of a school operate as a team.
7. You, as a volunteer monitor, can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
8. Any failure to comply with these conditions or Red Deer Public School AP 490, may result in termination of your position as a volunteer.

By signing this volunteer registration form, I am agreeing to the conditions outlined.

Current Date

Current Date

This field is required.

Volunteer Signature

Volunteer Signature

This field is required.