NEW VIPS

Interested volunteers should complete the following steps:

1. Complete the VIPS application form. (Forms available in English, Spanish, and Khmer.)

2. Obtain TB testing from your health care provider or any of the clinics listed on the attached referral form.

3. Return completed application and a copy of the TB results to the VIPS Coordinator at your school site.

   - The school VIPS coordinator will send the application and a copy of the TB results to the VIPS Office in Special Projects, Administration Building. Please keep copies. We will NOT be able to look up applications or TB results after they have been processed.

   - VIPS office will process application, clearing VIPS for TB and Megan's Law.

   - VIPS office sends approval form and VIPS badge to the school VIPS Coordinator.

   - Volunteers are contacted by the VIPS Coordinator and may begin to work at the school site after orientation and handbook has been distributed.

RETURNING VIPS, FORMER VIPS, OR VIPS TRANSFERRING FROM ANOTHER SCHOOL

1. If returning to the same school, please check the date of the TB test using VIPS records at your school site. If the TB results are still current, the VIPS may continue at the school site.

2. If transferring from another school, applicant will fill out a new VIPS application. Once it is signed by the principal, send to the VIPS Office. A copy of the TB test will not be necessary as long as it is up to date. The application will be processed. An approval form and badge will be sent. Badges are not to be transferred from one site to another.

3. If the VIPS TB test has expired, (4 years for TB test, 8 years for x-ray), request an updated TB test. Submit a copy of the TB test result only with name of the volunteer and school site clearly written on the test.

PLEASE LET THE VIPS OFFICE KNOW:

1. About any volunteers no longer at your site. Return the VIPS badge.

2. Any updates in name/address/phone number.

3. If you need a replacement badge, please request the badge in writing via district mail or e-mail.

4. Return all unused badges to the VIPS Office.