**KELSO SCHOOL DISTRICT VOLUNTEER PROCESS**

Thank you for your interest in volunteering for the Kelso School District! Our volunteers make a difference in our students’ lives and in our community. We appreciate your willingness to take part in our volunteer application process in order to keep our students and staff safe. If you have questions about becoming a volunteer with the Kelso School District, please contact Human Resources at (360) 501-1934 or send an email to human.resources@kelsosd.org.

**Steps to Becoming a Volunteer**

1. Apply online at the following link: <https://bit.ly/KSDvolunteerapp> or call Human Resources if you do not have internet access.
2. Get fingerprinted. (Complete one of the fingerprinting options below.)

The secretary at the school where you want to volunteer will have access to see when you have been cleared by Human Resources. Please follow up with the school secretary after you have turned in your fingerprints to check on the status of your clearance.

**FINGERPRINTING OPTIONS:**

**OPTION 1: Your Local Police Station or Sheriff’s Office**

You will need to contact the police station in the city where you live (or the Sheriff’s Office if you live in the county) to inquire about their fingerprinting services, fees, and appointment times. You will need to present government-issued photo identification, such as a driver license or passport. Once you have been fingerprinted, please return the fingerprint card to KSD Human Resources with a cashier’s check, personal check, or money order made out to OSPI for $50.00. We will mail the card on your behalf.

**OPTION 2: ESD 112**

You will need to schedule an appointment with the ESD online by visiting: [esd112.org/hr/fingerprinting/](https://esd112.org/hr/fingerprinting/)

At the time of your appointment, you will need to have government-issued photo identification, along with your payment for $82.00 payable by Visa or MasterCard only. **Please check your email after scheduling for important information regarding your appointment.** You will NOT need to bring your fingerprints into Kelso School District, as they will be sent directly to OSPI from the ESD.

ESD 112

2500 NE 65th Ave

Vancouver, WA 98661

(360) 750-7503

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