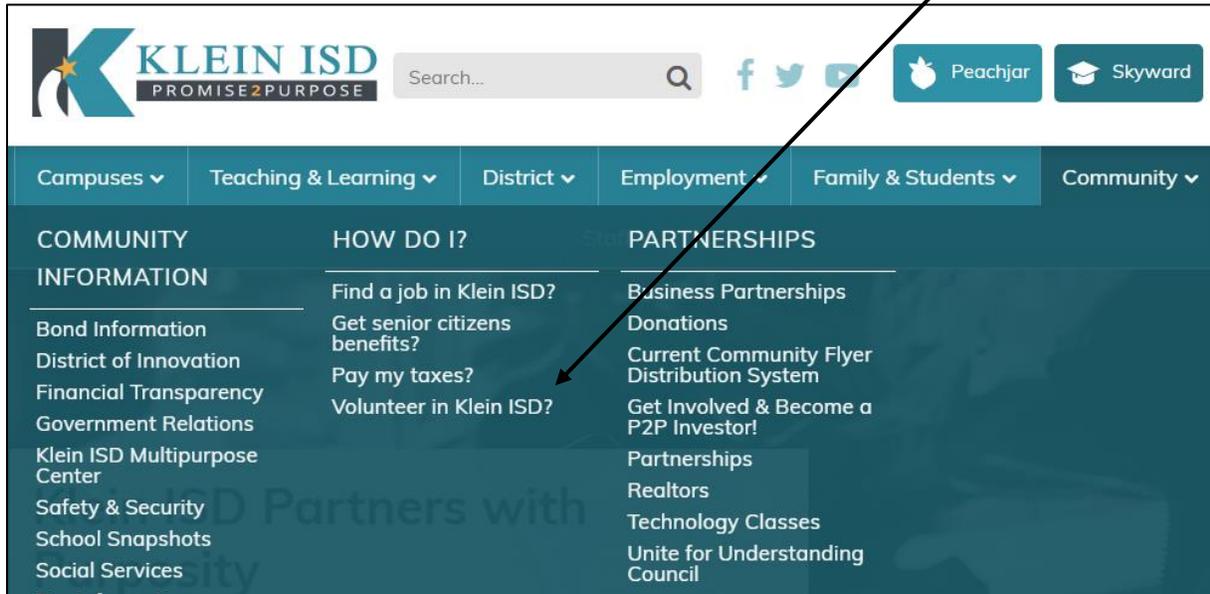
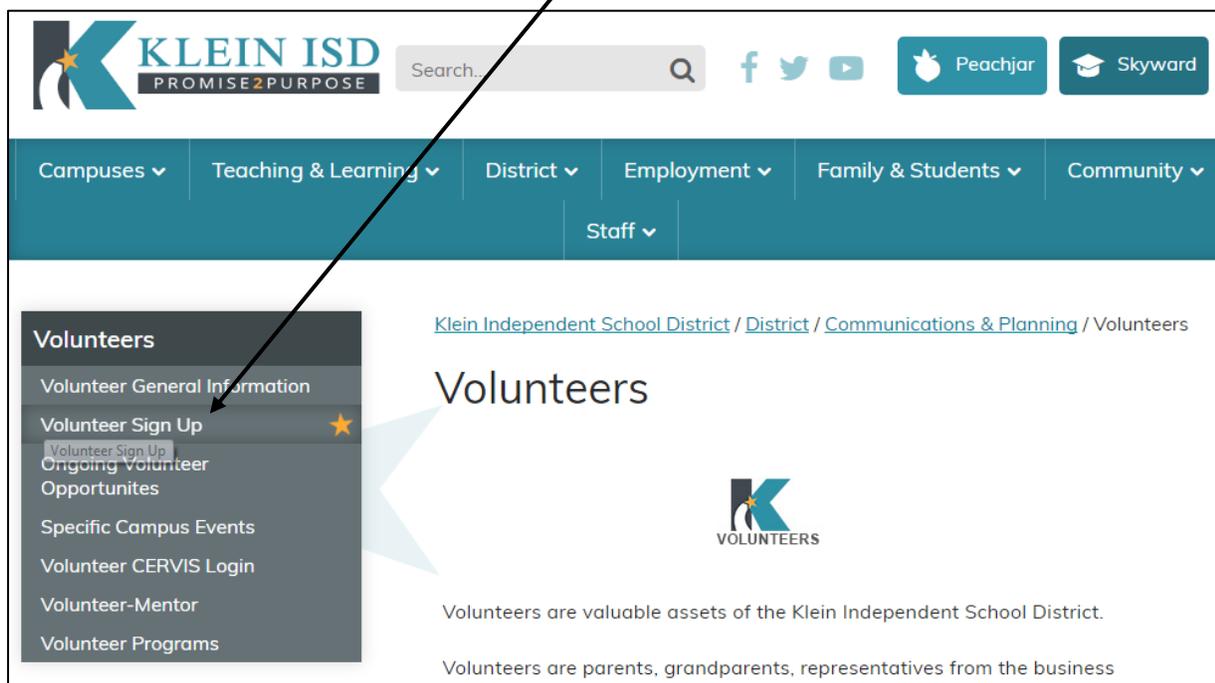


Sign-Up to Volunteer in Klein ISD

1. Go to www.kleinisd.net. Under **Community**, select **Volunteer in Klein ISD?**



2. Under **Volunteers**, select **Volunteer Sign Up**.



3. Scroll down and complete **step 7 & step 9.**

The screenshot shows the Klein ISD website's 'Volunteer Sign Up' page. At the top, there is a navigation bar with the Klein ISD logo (a stylized 'K' with a star) and the tagline 'PROMISE 2 PURPOSE'. To the right of the logo is a search bar and social media icons for Facebook, Twitter, and YouTube. Further right are buttons for 'Peachjar' and 'Skyward'. Below the navigation bar is a teal-colored menu with dropdown arrows for 'Campuses', 'Teaching & Learning', 'District', 'Employment', 'Family & Students', and 'Community'. A 'Staff' dropdown is also visible. The main content area has a breadcrumb trail: 'Klein Independent School District / District / Communications & Planning / Volunteers / Volunteer Sign Up'. Below this is a large heading 'Volunteer Sign Up'. On the left side, there is a dark grey sidebar with the text 'Volunteer Sign Up', 'Create a Volunteer Profile', and 'Criminal Background Checks'. The main content area contains a list of steps. Two black arrows originate from the top of the page: one points to step 7, which is 'Click here, to sign up as a new volunteer in the CERVIS Volunteer Management System...', and the other points to step 9, which is 'Click "Criminal Background Check" to complete the application...'. Step 3, 'Complete and submit your Criminal Background Check.', is also visible at the top of the list.

[Klein Independent School District / District / Communications & Planning / Volunteers / Volunteer Sign Up](#)

Volunteer Sign Up

3. Complete and submit your Criminal Background Check.

4. Important: If you do not immediately see a "thank you for submitting" message on your computer, AND, receive a confirmation email, your background check did not successfully submit.

5. If this is the case and you are unable to successfully submit your Criminal Background Check online, please visit your child's campus and ask for assistance at the front desk.

6. Background checks could take up to three weeks. Please check with your campus volunteer coordinator if you have not received notification prior to the three week time period.

7. [Click here](#), to sign up as a new volunteer in the CERVIS Volunteer Management System. Your profile and criminal background check submission name MUST be identical. If not, it will hinder the approval process. Once cleared, you can make changes to your profile in CERVIS. [Click here for instructions in Spanish](#).

8. Approval Criteria - [click here](#) to read.

9. Click "[Criminal Background Check](#)" to complete the application. If you do not see a "thank you" screen after submitting your background check, it DID NOT go through. Please try another computer or go up to the school and use one of their computers.

10. If you have any questions about signing up to volunteer in Klein schools, please contact Debbie Scheel at dscheel@kleinisd.net, 832.249.4751, or call your school principal.

4. After you complete the Criminal Background Check, you will receive an email within 1-3 weeks.