



SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

Office of Human Resources

Christopher Miller, Ed.D., Chief Human Resources Officer

Volunteer FAQ

Why do I have to complete an application?

All volunteers are required to complete an online electronic application form and an “Authorization for Release of Information” (background check). The District wants to be sure we have the applicant’s most recent contact information and requiring frequent background checks helps to ensure the safety and security of our students, as well as parents, staff and volunteers.

After I turn everything in, what happens then?

A Human Resources staff member will review your application and submit your Authorization for Release of Information to the Syracuse Police Department. Once the Police Department returns the result of the background check, applicants are notified with an email as to whether or not they have been approved.

How much does a background check cost? The background check is free.

How will I find out if I have been approved?

Approximately two weeks after you submit your online application and the “Authorization for Release of Information” you will receive an email notification, at the email you provided on your application, notifying you of your approval/denial. If you were approved, please print the email notification and take it to the building volunteer representative.

Why do I need to provide my Social Security Number?

Your complete nine digit Social Security Number is required by the Syracuse Police Department in order for them to complete your background check.

I am new to the United States and I don’t have a Social Security Number. Can I still volunteer?

Yes, you can volunteer. You will need to supply a copy of your Visa/Passport, as well as the temporary Social Security number you were assigned.

What if I make a mistake?

You can reenter a new application and notify Heather Keegan that you made a mistake and the first submission will be removed from our records.

I don’t own a computer and don’t really know how to use one. Can someone help me?

The Office of Human Resources has three computers for public use, as well as staff who are able to assist with any questions you may have regarding the application process. The office is open from 7:30 am to 5:00 pm and we also have a notary available to authenticate your signature on the “Authorization for Release of Information” form.

Can I have my “Authorization for Release of Information” form (Background Check) notarized before I deliver the form to Human Resources?

Yes, any notary can sign the form.

Is it ok to mail my Authorization for Release of Information form (Background Check)?

Yes. Please be sure that you have completed your section of the form, have someone notarize your signature, and provide a copy of your Driver’s License or Passport. The form, as well as all copies, can be mailed to the Syracuse City School District, Office of Human Resources, Attention: Heather Keegan, 725 Harrison Street, Syracuse, NY 13210.

I want to be a parent volunteer, do I need to complete a volunteer application?

Parents are not required to complete a volunteer application. Please feel free to contact the main office at your child’s school and tell them you would like to volunteer.

Who should I call if I have questions?

If you have questions, please contact Heather Keegan, our volunteer coordinator, by phone at (315) 435-6455, or by email at hkeegan@scsd.us.