



SYRACUSE CITY SCHOOL DISTRICT

Office of Talent Management

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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) OR an OSPRA 102 Fingerprint Clearance form at the beginning of each school year. We do this for two reasons:

- 1) The District wants to be sure we have the applicant’s most recent contact information; and
- 2) Requiring frequent background checks helps to ensure the safety and security of our students, as well as parents, staff and volunteers.

But last year I did a paper application....why do I have to do it online?

Volunteers are required to apply each school year. With the new electronic application, the District has cut down on the amount of information needed from the volunteer and feels that we can notify individuals electronically and in a timely manner, when they have been cleared to begin volunteering with the District.

So after I turn everything in, what happens then?

A Talent Management 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, as well as the “Authorization for Release of Information” you will receive an email notification at the email address 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?

It is okay. Please feel free to contact our office regarding your mistake and we will have someone make the change on your application. A corrected copy will be forwarded to the email address you supplied on the application.

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

Of course we will. Please feel free to stop by the Talent Management Office any time between 7:30am and 5:00pm and you can use one of our computers. There are staff members who are available to assist you with completing the application, notarize your “Authorization for Release of Information” form and make copies for you.

Oops! I submitted my electronic application, but didn’t complete the “Authorization for Release of Information” form that I was redirected to. Where can I find this form?

Not a problem. On the Talent Management website page, along the right side, there are forms listed in a gray box. Click on the link for “Authorization for Release of Information” (Background Check).

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

Yes. It can be notarized by someone outside of our office.

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. You can mail it to the Syracuse City School District, Office of Talent Management, Attention: Heather Keegan, 725 Harrison Street, Syracuse, NY 13210.

Do I need to be fingerprinted?

No, you do not need to be fingerprinted. The local background check is sufficient. However, if you have already been fingerprinted and your information is in the NYS TEACH system, you will need to complete the OSPRA 102 Fingerprint Clearance form and the District can pull a fingerprint clearance for our District on the State's website. For more details on this, please call Heather Keegan at (315) 435-6455.

I want to volunteer as a parent....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?

Please feel free to contact Heather Keegan, our volunteer coordinator at (315) 435-6455 if you have questions. Heather can also be contacted at hkeegan@scsd.us.