



VIRGINIA-HIGHLAND ELEMENTARY SCHOOL

Dear VHE Parents & Guardians,

Want to volunteer at VHE? In order to be fully-vetted as a volunteer (i.e., to volunteer in the classroom or attend field trips), you need to have a **Level 3 Clearance Certificate**, issued by the APS Office of Safety and Security (APS OSS). To become a Level 3 Volunteer, you have to get a background check. If you are interested in getting your Level 3 volunteer clearance, please complete the VHE Volunteer Interest Form and someone will be in touch with to schedule your appointment with the APS OSS. [VHE Volunteer Interest Form](#)

After you've filled out our form and have received your appointment time, and prior to your background check, you'll need to do the following:

- Complete the [APS Background Check Consent Form](#)
- Complete the [VHE Volunteer Release Form](#)
- Pay the \$45 background check fee using a debit/credit card via this link: [Safety & Security MySchoolBucks Payment System](#)
- [Make a Fingerprinting Appointment using the APS Safety & Security Calendly Link](#) (Don't make your appointment until you hear from a VHE staff member. We must submit a volunteer application on your behalf before you go!)
- Make sure to bring an **unexpired** form of identification that contains a photo (i.e. driver's license, state issued identification card, Permanent Resident Card, or a US Passport) to your appointment.

Please keep the following in mind as you prepare for your background check appointment:

- It is highly recommended that candidates wear a mask or face-covering.
- A negative COVID-19 test taken within 72 hours prior to the appointment or take an onsite rapid test from Viral Solutions, 30 minutes prior to the scheduled appointment time.
- Onsite surveillance testing with Viral Solutions will be available from 7:30 a.m. to 3:45 p.m. daily and is provided at no cost.

APS OSS is located inside of the parking garage in the basement level of the Atlanta Public Schools Center for Leadership & Learning (CLL).

**155 Garnett Street, S.W.
Atlanta, GA 30303**

Thank you,
Denise Bringslid
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