

Volunteering and Fingerprinting Procedures

The Placer County Office of Education's volunteer policy requires that all iLearn Academy volunteers must follow these steps to be cleared to volunteer:

1. **Pick up** the 'iLearn Notification for Parent Volunteer' form in the iLearn Academy Office.
2. **Obtain your TB clearance.** *The TB Risk Assessment Questionnaire can be picked up in the iLearn office to take to your primary doctor. Do not send your TB clearance to the iLearn office.*
3. **Email your TB Clearance and the 'iLearn Notification for Parent Volunteer' form to Lisa Ennis-Panganiban:** lennis-panganiban@placercoe.org.
4. She will follow-up with you on the next steps.
5. **COST:** The fee is approximately \$52.00. If you have a financial hardship, please contact Mr. Wood in the iLearn Academy office.
6. Once you have been cleared, our HR office will send you an email.
7. This process only needs to be completed one-time while your student remains enrolled at iLearn.
 1. **NOTE:** TB clearances are good for 3 years. Once it expires, our HR office will contact you to turn in a new document.