

## **HISD Volunteer Procedure 2009-2010**

VIPS clearing is a two-step process. First you must register online.

To register online:

1. Go to the HISD website, [www.houstonisd.org](http://www.houstonisd.org)
2. At the bottom of the far right column, click on VIPS login \*
3. Click on "I have never used this program. Register me as a new user." Follow the prompts provided.

After registering online, go to the Main Office and ask for Ms Cage. You must submit proof of identification (Drivers License). This will be photocopied and submitted to the HISD VISITS office for processing. The criminal background check takes 2-3 weeks to complete. Once cleared, you are eligible to volunteer anywhere in HISD.

To verify that you are cleared, contact Ms Cage at 713 696-6600 or [VCAGE@houstonisd.org](mailto:VCAGE@houstonisd.org)

Once you are registered as an HISD volunteer, you do not need to repeat this process. If you have already registered and been cleared to volunteer, please do not register again.

\*VIPS login is also available in Spanish.