



Hello,

Thank you for your interest in becoming a volunteer for the **2023-24** school year. The Issaquah School District requires that volunteers update their application information annually.

The volunteer application for **2023-24 is now available**. If you are interested in volunteering during the **2023-24** school year,

1. **If you have an existing account**, log in by going to <https://issaquahvolunteers.myschooldata.net> and clicking on “Login” in the upper right corner of the screen (***Please do not create multiple accounts***). *If you have forgotten your password, please request a password reset via email to volunteers@issaquah.wednet.edu – please include the email address you used to create your account. You will receive an email response once your password has been reset.*
2. **If this is your first time** volunteering for the school district, please go to <https://issaquahvolunteers.myschooldata.net>
Click Register and complete an application.

Once you have logged in, the system will require you to go through each tab in your “My Profile” to update any **outdated** information. **For this section, make sure to update full name, email address, and interests as it may have changed since you registered. Save.**

<input type="checkbox"/>	Classroom Volunteer	<input type="checkbox"/>	Middle or High School Sports Coach Volunteer	<input type="checkbox"/>	Club Volunteer	
SELECT INTEREST	<input type="checkbox"/>	DECA Volunteer	<input type="checkbox"/>	VOICE Mentor Volunteer	<input type="checkbox"/>	Library Volunteer
	<input type="checkbox"/>	Other Volunteer	<input type="checkbox"/>	Lunchroom Volunteer	<input type="checkbox"/>	Field Trip Volunteer

If you check Middle or High School Sports Coach Volunteer – we will not be able to review/approve your application until you have been approved by the school’s Athletic Director (High Schools) or Assistant Principal (Middle Schools) and have completed the safeschools trainings.

In addition, you’ll be required to complete the following items under the “My Checklist” tab:

1. **Volunteer Agreement**
2. **2023-24 Volunteer Orientation** – *contains HIB, Sexual Harassment, Electronic Communication, etc.*
3. **Volunteer Gender Inclusive Schools Policy Addendum**
4. **Volunteer Preferences**
5. **Volunteer Non-Discrimination Policy Addendum**
6. **My Uploads:**
 - A) Current government photo issued ID – must be clear and not expired (**FRONT side only**).
7. **Submit Verification Signature**
8. **Log out of your account** – **if you do not log out, your application will stay in “pending” status.**

Step-by-step instructions for updating your application can be found on the [Volunteer FAQ page of the ISD website](#). Once you have completed the checklist items, your application status will change from “Incomplete” to “Complete”, which means your application is pending review. Human Resources (HR) will run a Washington State Patrol background check and review your updated information to determine your eligibility to volunteer for the 2023-24 school year. If approved, you will receive an email confirming your approval to volunteer.

You can view your approval anytime under “My Checklist” under Event. See example below. Last day to volunteer for every school year is June 30th.

Event	Date
Approved to Volunteer	6/30/2023

In a typical school year, we welcome as many as 9,000 volunteers into our schools. Reviewing and approving volunteer applications may take up to three weeks. You will receive an email from ISD Volunteers once approved. Thank you for supporting the Issaquah SD!

Please note: We are unable to process applications on a case-by-case basis. We receive many requests for rush processing and we are unable to accommodate each request separately.

If you have questions, please e-mail volunteers@issaquah.wednet.edu for assistance.