



FRANK J. LAMPING ELEMENTARY SCHOOL

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Mr. Robert Solomon, Principal

November 1, 2017

Lamping Families,

In an effort to ensure that all adults working with and around our students are fully vetted, an application process has been put into place district-wide for volunteers to complete in order to spend time on campus around students. This includes volunteers in the PTA, parents and family members that volunteer in classrooms, and those that assist in volunteering on and around our campus during the instructional day. Additionally, this extends to parents that choose to participate on field trips, both overnight and those that are conducted during the day.

We encourage parents to continue to be engaged in their child's education, and to continue their strong support to the Lamping PTA and school community during this transition process. Parents are still currently permitted to volunteer on campus while we transition all volunteers to complete the application process. This process includes completing the online application process at www.ccsd.net, processing payment to complete a background check including fingerprinting, and being issued a CCSD volunteer badge. This application process will be effective for 5 years, but badges will be issued annually. Although we do not yet know the exact date by which volunteers must complete this process to continue volunteering, a date is being determined by the District and will be shared very soon.

Steps to apply (additional instructions are attached):

- Visit and follow the path: **Employees>Job Opportunities>Apply Now**
- On the left side of the webpage look for - CCSD Representative/Volunteers - click the "**here**" link in blue font.
- Follow the directions to create a volunteer account
- Complete the application as indicated

- Additionally, once the application is complete you will need to submit your name to our office via the below Google link so that our administration can begin processing your application request. If both the CCSD application and Lamping Google link are not completed, your application will not be processed.

<https://goo.gl/forms/TANriWYU5S0p1kCy2>

Thank you for taking the time to participate in a process intended to ensure that all volunteers visiting in our school are vetted to be responsible and safe adults.

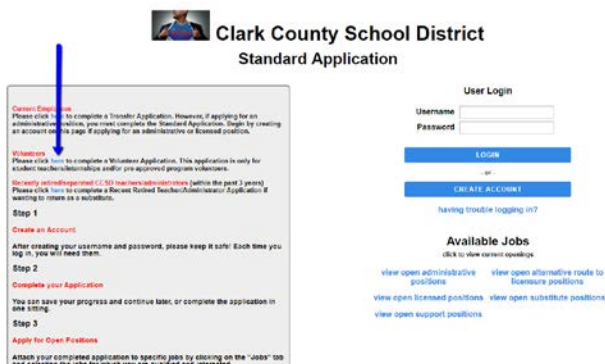
Committed to Excellence,

Robert Solomon, Principal

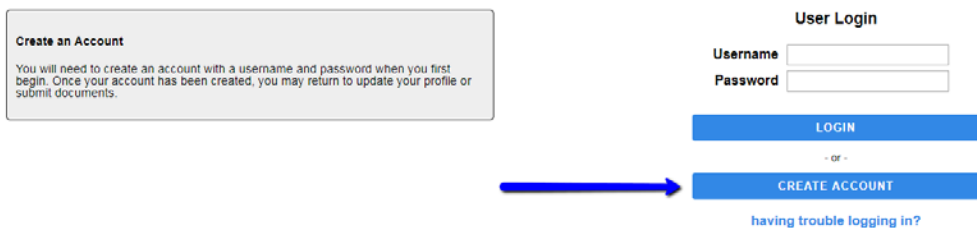
CCSD Representative/Volunteer
Application Instructions

- Click [HERE](#) or type/paste the following web address into a browser (Chrome, Safari, and Firefox work best):
https://ccsdjobs.searchsoft.net/ats/app_login?COMPANY_ID=MA000239

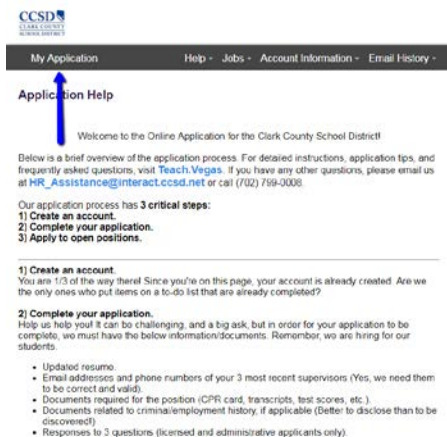
- Once on the main page of the application. Click "here" under "CCSD Representatives/Volunteers."



- If this is the first time completing an application in SearchSoft, CCSD's applicant tracking system, the first step is to create an account, which requires an email address. If you do not have an email address, there are several free email services. In any web browser, search "free email accounts." If you already have an account, simply select "Login."



- After completing the account set-up, click on "My Application" located in the black bar at the top of the page. The text on this page does not apply to the CCSD Representative/Volunteer Application.



CCSD Representative/Volunteer
Application Instructions

- Once in the application, please select the type of experience for which you are seeking (e.g., student teacher/intern, contractor, school volunteer, etc.) as shown below by the blue arrow. If you are **not** seeking a student teaching/intern experience, please skip all fields shown in the blue box and complete only those in the red box.

My Application Help ▾ Jobs ▾ Account Information ▾ Email History ▾

Email is CCSD primary method of contact. Keep your email address up to date and check it regularly.

*Preferred Email Address (Help)
nigromh@gmail.com nigromh@gmail.com

*Please select the type of volunteer experience for which you are seeking.
Select one ▾

If "student teaching/internship" was selected, please select your college/university, add the name and contact information for the person supervising you throughout this experience.

College/University (Help) choose your college
College/University Supervisor
Supervisor Phone Number

Area of Licensure Anticipated Graduation Date
Select one ▾

If "Athletics/Activities" or "Other" was selected, please identify the specific type, entity/organization, and supervisor contact information for this volunteer experience.

Entity/organization/department that is requesting the volunteer experience Supervisor's phone number Supervisor of entity/organization/department

- Once the application is complete, fingerprinting is the next step. Please see the following page for detailed instructions.
- For any questions and/or assistance with the application, please email HR_Assistance@interact.ccsd.net or call 702-799-0888.

CCSD Representative/Volunteer
Fingerprinting Instructions

Instructions:

- Before completing any of the following steps, you must have finished the CCSD Representative/Volunteer Application. If you have not already done so, please click [HERE](#) or type/paste the below address into a browser (Chrome and Firefox work best):

https://ccsdjobs.searchsoft.net/ats/app_login?COMPANY_ID=MA000239

- There is a \$60.00 fee that must be paid online with a credit card prior to reporting to Human Resources for fingerprinting. To pay the \$60.00 fee, please click [HERE](#) or type/paste the below web address into a browser (Chrome and Firefox work best):

<http://newfingerprint.ccsd.net>

- Please print, or take a picture of, your receipt and bring it with you.
- Once/if your fingerprints are returned and reviewed, you will receive an email regarding next steps.

Fingerprinting Location and Hours:

- Address:
 - Edward Greer Education Center – Hall 500
2832 East Flamingo Road
Las Vegas, Nevada, 89121
- Hours:
 - Mondays through Thursdays from 7:30 a.m. - 4:30 p.m.
 - Fridays from 12:30 p.m. - 4:30 p.m.