West Lab welcomes volunteers

How to register or renew your volunteer status

Each new school year, every parent volunteer is required to renew their parent volunteer status. To register (new parent volunteer) or renew (existing parent volunteer) your volunteer status follow these steps:

1. Go to www.dadeschools.net
   a. If you do **not** have a parent volunteer number, continue to # 2 below (to create a new account).
   b. If you **have** a volunteer number, then skip to #6 below to **renew**.
2. Click on Parent or Community Portal
3. Click on Create an Account
4. Accept policy
5. Complete information (Click on register; Your USER ID will be sent to your email address)
6. Log on to the Portal account
7. Click the Apps/Services/Sites tab at the top
8. Click on **Be a School Volunteer**
9. Read the Volunteer Policies and guidelines and click “**acknowledge and accept**”
10. Under Location, scroll down to select **Henry S. West Laboratory School**. Next select all the activities in which you wish to volunteer (most activities appear under level 1). Next, click **submit** (a background check will be completed at this time). **Note that Level 1 takes 3-4 days to process.**
11. A message will appear at the bottom right allowing you to add another school. Click on “**close**” after reading the message.
12. A new message will appear at the bottom showing your current volunteer level and status (ex. Your application is pending approval at Henry S. West Laboratory School.)
13. Go to west lab’s main office and show your ID to Mrs. Johnson for final approval.

Contact the school volunteer program for help or with questions about the verification process at 305-995-2995, 305-995-1439, or email schoolvolunteerprogram@dadeschools.net