EL DORADO UNION HIGH SCHOOL DISTRICT
UNION MINE HIGH SCHOOL
"Home of the Diamondbacks"

6530 Koki Lane, El Dorado, CA 95623 • Phone (530) 621-4003 • Fax (530) 622-6034
http://umhs.eduhsd.k12.ca.us

Volunteer Clearance Process

1. Complete the Volunteer Data Card

- Submit your completed data card to the administrative assistant at the school where you would like to volunteer. The school will coordinate the required principal approval and forward the information to the District Human Resources office.

2. Complete Live Scan Fingerprinting

Once principal approval has been received by Human Resources, you may pick up your Live Scan form in-person from either:

- Your designated school site administrative assistant
- The District Human Resources Office

  District Human Resources Office:
  4675 Missouri Flat Rd, Bldg E
  Placerville, CA 95667
  Monday - Friday 8:00a.m. - 4:30p.m.

- Live Scan forms are provided in-person and cannot be emailed.
- After receiving your form, you may complete fingerprinting at an authorized Live Scan location. Volunteers are responsible for the associated fingerprinting fees, which vary by provider.
  - Authorized Live Scan locations can be found on the DOJ website: https://oag.ca.gov/fingerprints/locations

3. Complete Mandated Reporter Training

All volunteers are required to complete Mandated Reporter training each school year. Training is available through the District's PublicSchoolWORKS volunteer portal.

1. Visit the Volunteer Portal: Click for EDUHSD Volunteer Portal
2. If you are a first-time user, create an account using the self-registration option.
3. Complete the Mandated Reporter training.
4. Email your completed certificate to Brittany Pagan in the District Human Resources office at bpagan@eduhsd.k12.ca.us

Need help getting started? Watch the video tutorial for PSW here: Click for Public School Works Self-Registration Tutorial

A Helpful Reminder

To help avoid delays, please complete the clearance steps in the order outlined above.

- Principal approval must be received before Live Scan forms can be issued.