

HISD Volunteer Procedures 2011-12

VIPS (Volunteers in Public Schools) clearing is a two-step process:

First, you must register online:

1. Go to <http://www.houstonisd.org> website
2. Scroll down to the bottom right-hand column of the Home Page and click on "VIPS Login."
3. Click on the "I have never used this program. Register me as a new user."
4. Follow the prompts thereafter.

After registering online, go to the 2nd floor Main Office and ask for Ann Southwell. You must submit proof of identification (driver's license). This will be photocopied and submitted to HISD VIPS office for processing. The criminal background check takes 2 to 3 weeks to complete. Once cleared, a volunteer is eligible to volunteer anywhere in the HISD system.

To verify when you are cleared, contact Ann Southwell at 713-522-5960 ext 338 or via email at <mailto:asouthwe@houstonisd.org>.

Once you are registered as an HISD volunteer using VIPS online procedure, you do not need to repeat the process. Therefore, if you are an incoming Lamar parent from a public middle school / returning parent and you have been cleared as a volunteer in HISD, you do not need to register again.