

# How to Become a Volunteer for the Pasadena Unified School District



**Contact:** **Jessica Hollins**, Community Liaison Specialist  
Pasadena Unified School District  
Partners In Education Welcome Center  
351 South Hudson Avenue, Room 121  
Pasadena, CA 91101  
Phone: (626) 396-3600 x88347 Fax: (626) 583-8213  
8:30 am – 4:30 pm  
[jhollins@pusd.us](mailto:jhollins@pusd.us)

Step 1: Complete a PUSD ***Volunteer Information Application*** and submit to the Welcome Center, attention Jessica Hollins. Applications are available at the Welcome Center and all school campuses. All applications should include a **copy of the applicants California Driver's License/California State ID.**

Step 2: Provide proof of negative ***Tuberculosis (TB) test*** within the past 4 years to Jessica Hollins.

TB testing for volunteers are available free of charge at the PUSD Health Care Clinic, 351 S. Hudson Avenue, Pasadena, Room 130.

MONDAYS 8:00 AM – 9:00 AM & 2:00 PM – 3:00 PM

TUESDAYS 8:00 AM – 9:00 AM & 2:00 PM – 3:00 PM

WEDNESDAYS 8:00 AM – 9:00 AM & 2:00 PM – 3:00 PM

FRIDAYS 8:00 AM – 9:00 AM & 2:00 PM – 3:00 PM

NO TESTING IS GIVEN ON THURSDAYS

CLINIC CLOSED FOR LUNCH 12:00 – 1:00 PM

Step 3: Provide a ***copy of your Driver's License***. The Welcome Center will request the Altadena Sheriff's Office to run a check against the Megan's Law PC290.4 Sexual Offenders database. Clearances will be returned within 24 hours to 1 week.

Step 4: Any applicant who will be working with students outside of the direct supervision of a PUSD certificated faculty member will need to be ***fingerprinted*** and have a ***criminal background check*** through with the Department of Justice.

Fingerprinting is available for FREE. Appointment must be made with Jessica Hollins. Clearances will be received within 24 hours to 3 months. Please plan ahead!

Any applicant that answers "yes" to having a conviction of a crime will be fingerprinted.

Step 5: Once all documentation is complete and clearances have been received, Jessica Hollins will contact you via email or telephone to let you know that you have been approved and provide you with placement information and an identification badge.

Step 6: If you have indicate an interest in any special programs, Jessica Hollins will advise you of any necessary training needed.