



Miami-Dade Public Schools (MDCPS)

- It is not necessary to become a PTA member in order to register as a volunteer.
- Miami-Dade County Public Schools has their own approval process.
- Parents/Guardians must have an account with M-DCPS to be able to access the Be a School Volunteer application on the Portal
- If you do not have an account yet, please read and follow these instructions:

http://ehandbooks.dadeschools.net/user_guides/63.pdf

- To obtain the pin needed to add students, please contact the main office at 305-361-5418
- If you already have access to the parent portal, please read and follow these instructions to complete the online volunteer application. There are two levels of clearance you can apply for: Level one will qualify you for all the day-to-day volunteering.

<http://ehandbooks.dadeschools.net/userguides/pdf/166.pdf>

- Once submitted, your application should take 5-7 workdays for approval. You will receive an email notification from “Raptor” when you have been approved. The school will also receive the notification. There is nothing else you need to do at this point. This process must be done yearly.
- If you would like to follow up on the status of your application, please contact the district at 305-995-2995.