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Hello CMSD Community Partners,

We are looking forward to welcoming your support in CMSD schools!

Please take a moment to review these important steps as you begin planning your return to CMSD School Buildings.

STEP 1 – SQS form:
Complete your yearly SQS form, (this year) include all programs that you are providing to a school(s). If you have completed this at the beginning of this school year, please do not resubmit unless you have updates. To access the link to the SQS (Student Quality of Service) form please click HERE.

If you have not been confirmed to work with the school district or school building, please hold off continuing to next steps.

STEP 2 – Registration of paid staff:

Please use the following link to register program staff or your third-party service providers, this link should be completed by the same individual(s) whose name(s) is on the SQS form. This will allow us to enter them in our RAPTOR Visitor Security System to allow access to work in a CMSD school.

Link for your staff: Raptor Visitor Security System Registering Portal

STEP 3 – Registration of unpaid staff (volunteers):

If your program has volunteers (unpaid staff) please complete the following application that best fits your situation:

- College/University Groups click HERE.
- Community Partners click HERE.
- Faith based Organizations:
- Contact Adopt-a-School Network. This organization is our partner who coordinates all faith-based organizations and churches working with CMSD. Please contact Gail Reese at 216-571-4885.
- PACE Partners click HERE.
- Minor Volunteers please review guidelines click HERE.

Once security checks are cleared all organization volunteers will be entered in the RAPTOR Visitor Security System for the school you have indicated.

Additional Information:

- **Security check information:**
  - ✓ Due to privacy laws, you must request results to be sent to the Volunteer Manager. Please be aware the cost is $47.25 (FBI $25.25/BCI $22.00) payable by money order or credit card. To schedule checks with CMSD Safety and Security go to: https://www.clevelandmetroschools.org/Page/3464
  - ✓ Community Partners can set-up invoicing with the Safety and Security Office. Please contact angela.barnett@clevelandmetroschools.org and copy judith.lozada@clevelandmetroschools.org.
  - ✓ Community Partners with large groups can set up invoicing with the Safety and Security Office. Please contact: angela.barnett@clevelandmetroschools.org and copy judith.lozada@clevelandmetroschools.org.
- **Security Check Expiration:** Community Partner Staff & Volunteer BCI/FBI checks expire after 5 yrs from the date of last security date.
- **Changes in Eligibility with Felonies:** There are some changes regarding felonies and what is allowable for those individuals working with minors. Please contact Judith.Lozada@clevelandmetroschools.org if you have an employee or volunteer who has a felony on their background.
- **Third Party Workers or unpaid (volunteer) staff:** Community Partners working with third parties must manage the security checks as they do with their staff and volunteers. **Third Parties** should not complete an SQS form or provide their own roster information. This information must be provided to the Community Partner to have on file and CMSD partner must share the roster information with us. This way we avoid confusion and streamline information sharing.
- **Visitor Security System Roster Upload:** Community Partner staff roster, volunteer roster and third-party worker roster must be uploaded to CMSD Visitor Security System before service is started at the school building. This will avoid interruptions in accessing school buildings.
- **All volunteers (unpaid staff) and organization staff (paid staff)** that will be working in the schools must be on file in the RAPTOR Visitor Security System before reporting to work at their assigned CMSD School Building.

If you have any questions regarding this information, please contact:

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