



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 – Security Check Instructions:**

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: <https://www.clevelandmetroschools.org/Page/3464>
- Community Partners can set-up invoicing with the Safety and Security Office. Please contact [angela.barnett@clevelandmetroschools.org](mailto:angela.barnett@clevelandmetroschools.org) and copy [judith.lozada@clevelandmetroschools.org](mailto:judith.lozada@clevelandmetroschools.org).
- Volunteer BCI/FBI checks expire after 5 yrs. of continuous service with your organization or with the district and have been clear of felonies.

**STEP 3 – 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](#)

**Chief Executive Officer**  
Dr. Warren G. Morgan II

**Board of Education**  
Sara Elaquad, J.D.  
*Board Chair*

Robert W. Briggs, J.D.  
Robert M. Heard Sr.

Charlene Jones  
Midori Lebrón

Denise W. Link  
Nigamanth Sridhar, Ph.D.

Diana Welch Howell

**Ex Officio Members**  
Michael A. Baston, Ed.D., J.D.  
Laura Bloomberg, Ph.D.

#### **STEP 4 – 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 approved all organization volunteers will be entered in the RAPTOR Visitor Security System for the school you have indicated.

#### **STEP 5 – School Building Access:**

*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:

##### **Judith Lozada**

##### **Educator: Manager of Volunteers & Special Projects**

Cleveland Metropolitan School District

1349 E. 79th Street, Suite 228

Cleveland, OH 44103

**Ph: (216)838-0337**

**Cell: (216)338-6580**

[judith.lozada@clevelandmetroschools.org](mailto:judith.lozada@clevelandmetroschools.org)

##### **Leo Serrano**

##### **Executive Director, Institutional Advancement**

Cleveland Metropolitan School District

1111 Superior Avenue, Room 1811

Cleveland, OH 44114

**Office: 216.838.0025**

**Cell: 216.780.6937**

[leo.serrano@clevelandmetroschools.org](mailto:leo.serrano@clevelandmetroschools.org)

[www.clevelandmetroschools.org](http://www.clevelandmetroschools.org)