

Dear Volunteer,

Thank you for offering to work with our students or drive our students on their field trip.

If you have not registered to be a Volunteer / Field Trip Driver/Chaperone through Austin Partners in Education (APIE) please do so ***as soon as possible***. The process takes a minimum of 10 business days to complete. Field Trip drivers/chaperones who have not registered through APIE, completed the background check and been verified through Barton Hills **will not be able to serve as Field Trip Drivers/Chaperones.**

If you have registered through APIE in the past your registration for this year is NOT complete until you go back and verify your information on their website for this school year.

Here is the Volunteer /Field Trip Driver/Chaperone verification process:

- 1- You must register (or update your past registration) through APIE. Even if you feel that you have done this in past years you must go back into the system and update it each year. ***See the instructions for registration at the end of this letter.***
- 2- APIE will then begin their verification process and you will receive an email confirmation once the background check is complete.
- 3- Once you receive the email confirmation, come into the Barton Hills Library and see Tara Ewing Barton Hills Librarian. Bring your Driver's License.
- 4- Your Driver's License will be visually verified and then you will have two confidentiality forms to fill out (one from AISD, the other from Barton Hills). They do not take long to fill out.
- 5- Once steps 1-4 are complete you are officially able to serve as a volunteer at Barton Hills Field Trip driver/chaperone.

If the day of the field trip is two working days away and you have not received a confirmation email for your APIE registration, contact our APIE coordinator directly. Her name is Dawn Lewis and her number is 512-637-0983.

Thank you for your time and commitment to our students! Contact me via email tara.ewing@austinisd.org or 512-414-3486 with any questions.

Respectfully yours,
Tara Ewing

Instructions on how to navigate the APIE website for registration.

- 1- Go to <http://austinpartners.org/>
- 2- Click on the middle blue button that says "VOLUNTEER"
- 3- Click on the yellow button that says "SCHOOL BASED VOLUNTEER"
- 4- Go to the third choice on the next page that says "SCHOOL BASED VOLUNTEER".
On the drop down menu choose our school BARTON HILLS ELEMENTARY
- 5- Choose the opportunity on the list that fits your needs.
- 6- For Field Trip Drivers/Chaperons: choose the fifth opportunity on the list "FIELD TRIP DRIVER (FAMILY ONLY) and click on it.
- 7- Fill out the form and submit it.