

VIPS: Volunteers in Public Schools

Volunteer Application Procedure

STEP 1: Register with the HISD VISITS system by going to the HISD website <http://www.houstonisd.org/> and clicking on the **VIPS Log-in** on the lower right hand side of the main page. Your background check cannot be processed until you complete this step. Log on as a “new user”. If you have already logged on at another school, you must make sure that you go into the system and select Bellaire High School under Preferences. Hit Save.

You will be instructed to take your picture ID to the school. This must be a government issued ID.

STEP 2: Take your government issued picture ID (example: Driver’s License) to Ms. Ellen Craft in Mrs. Murray’s Office, Room 218. Even if you brought it in last year, bring it in again so that they can make sure that you are still in the system. Do not re-register if you have been cleared in the past. Check with Mrs. Murray’s office to see if you are already cleared. Your student may bring in a copy of your picture ID.

STEP 3: Call Ms. Murray’s office at 713-295-3849 to check on your status. If no one answers, you may leave a message with a) your name, b) your telephone number, and c) the fact that you have registered. It will take 5 – 10 days to process you through the system.

IF YOU ARE PLANNING TO GO ON A FIELD TRIP, DON’T WAIT UNTIL THE LAST MINUTE TO BE PROCESSED! It is important to register in advance so there will be no last minute surprises.

After you are registered, you will need to sign in at the Main Office until you are issued a volunteer badge. Then you will sign in at the College Information Center.

Thank you for volunteering at Bellaire High School! It is a fun, rewarding experience, and our volunteers are greatly appreciated.