Required Training for Parent Volunteers

Individuals must complete the following steps to become Utopian volunteers. All required documents must be on file at the school prior to anyone performing volunteer services. Paste or click each link to begin training.

FERPA Training for Volunteers
1. https://studentprivacy.ed.gov/training/ferpa-101-local-education-agencies
2. Click the blue link Click here to access the course.
3. The training is 30 to 40 minutes.
4. Complete the quiz and right click to print your certificate. You may also send a screenshot of the certificate showing the time stamp and date from your computer. Provide a copy of your certificate to the school.

Mandated Reporter Guidelines
How to access Mandated Reporter Training:
1. https://www.prosolutionstraining.com/
2. Select Georgia.
3. Search Box - type in Child Abuse and Neglect - Add to Cart.
4. The course is entitled **"Child Abuse and Neglect: Mandated Reporting Requirements for Employees, Volunteers an Contractors of Georgia Public Schools.**
5. Create an account if needed **(Staff members that have been at Ivy - you will already have an account. New teachers will need to create one).**
6. Complete Order.
7. The FREE course should be visible under My Courses.
8. Begin the course which should take 30 to 40 minutes.
9. Upon completion, download the certificate for your records and provide a copy to the school.

Background Checks
All volunteers must have a current background check on file.

Name of Local Agency for Fingerprints and Background Checks:
Clayton County Sheriff's Office (9157 Tara Blvd, Jonesboro, GA 30236)

If individuals have completed the above requirements within the calendar year, the certificates and background check may be presented to school officials.