



# West Ridge Academy

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## Verified Volunteers

All parents, guardians, relatives, and family friends of students who are going to volunteer at any school function must complete a Verified Volunteers background screening before they may volunteer at the school.

Please complete the background screening before either school starts for the year or at least one week prior to the time you plan to volunteer. The screening is good for two years from the date you become verified.

The Verified Volunteers platform performs best within up-to-date versions of Chrome, Safari, or Firefox. At this time please *do not* access the platform using Internet Explorer or on a tablet or cell phone.

### **Please follow the steps below to complete the screening:**

1. Go to the website: <https://app.verifiedvolunteers.com>
2. Create an account and login to the volunteer portal.
3. Select “Get Verified” Tab
4. **Enter the Good Deed Code: op01dsj** (The code must be entered to have the screening connected to WRA.)
5. Fill out the form and click “Complete”

If possible, we would prefer you pay for the background check. However, WRA is happy to pay for the screening if you choose not to pay.

It takes 24 to 48 hours for the screening to be complete. Verified Volunteers will send both WRA and the applicant an email with the screening results.

If you have any questions about the platform or the process, please contact the Verified Volunteers Advocates at 1-855-326-1860, option 1, or by email at [TheAdvocates@VerifiedVolunteers.com](mailto:TheAdvocates@VerifiedVolunteers.com).