



# Parkside Elementary

## “Engineering Dreams”

### Important information for all School Volunteers and Visitors

Dear Parent / Guardian,

The Broward County School System has implemented a computerized system called STAR (Security Tracking and Response) to register school volunteers and mentors. This system is also set up for the signing in of volunteers, mentors, and visitors to the school, as well as to sign students out. Beginning with this school year, Parkside Elementary will be utilizing this system.

All volunteers (or mentors) will have to complete an online registration in order to serve as a volunteer in any classroom or for any function (including field trips). The online registration will replace the volunteer registration form we've used in the past. Although visitors will be required to utilize the signing in process, it is not necessary for them to complete the online registration. However, the badge that will be issued will only serve as a visitor pass (conference with a teacher, going to the cafeteria to make a payment, etc.) and will not permit the individual to serve as a volunteer at the school. **The system will also be used for early sign-out of students, so it's important that any individual picking up your child not only be listed on his / her Emergency Card, but must have a valid driver's license.**

We are making every effort to facilitate the registration process. A link to the online registration has been set up on the school's website at [www.parkside-elementary.org](http://www.parkside-elementary.org). The main STAR website (which also contains a link to the Volunteer Online Application is: [www.broward.k12.fl.us/star](http://www.broward.k12.fl.us/star).

- The system uses the highest levels of encryption to protect your personal information.
- The following Internet browsers will make completing the volunteer application easier for you, although you should not have a problem with other browsers.
  - for Windows XP / 2000: Netscape 8.1 or Internet Explorer 6.0
  - for Mac OS X: Firefox 1.5
- In order to process your online registration, you will need to provide the ID number from your passport, driver's license, or state ID.
- As with the original volunteer registration form, the information you provide through the online registration will be used to conduct a criminal background check.
- Each time you volunteer or visit the building, someone in the office will scan your driver's license into the system to print a photo ID pass.
- It will be important that you **return to the office prior to leaving the building** and return the pass so we can scan it back into the system. **The pass cannot be reused for a later visit.**
- Remember: You will not need to register online if you are a visitor or signing out your child for early dismissal, but you will need to bring your driver's license so it can be scanned into the system.