

Volunteer Procedure for HCPSS:

Effective immediately, all volunteers and chaperones who interact with students, and parents/guardians who are conducting classroom observations will be required to use the **PinPoint platform** to show proof of full vaccination at least five school days in advance.

Use the [PinPoint Vaccine Check platform](#) to verify your vaccination status. The following information will be required during the process:

- **The school(s) you will enter during the school day during the 2021-2022 school year.** You should only use this platform once. If you need to enter an additional school later in the year, please notify school_volunteers@hcpss.org.
- **CDC COVID-19 Vaccination Record Card:** Uploading your COVID-19 vaccination card is *not a requirement* of the PinPoint system. If you experience issues uploading your card, please select the “I do not have my card” option and proceed with the VaccineCheck verification process.
- **Vaccination dose date(s):**
 - If you do not know the date(s) you received the vaccine, you will still be able to verify your vaccination status by providing additional information.
 - If you got vaccinated in Maryland, consider accessing [Maryland MyIR](#) to view your “Certification of COVID-19 Vaccination” document which includes your dose dates.
- **Photo:** The platform will ask you to upload a photo of yourself for your digital vaccine card. *This is optional.*
- **Registration Number:** The platform will provide you with a registration number at the end of the process. Please write down or screenshot the number so you can use it if you wish to download your digital vaccine card once available, **which is optional**. Receiving your digital vaccine card is not a requirement for entry to the school.

If you have questions about how to use the platform, please contact PinPoint’s support team by emailing hcpss@pinpoint.us or calling 888-750-2247.

Additionally, you need to take the training course to volunteer:

Step One: Training Course

- Click through each slide of [the training course](#)
- When you have completed the course, you will be prompted to print and sign the Volunteer Certification Form

[View the print-friendly version](#)

Step Two: Certification of Completion

Download and print the Volunteer Certification Form (en Español)

- Once you have complete the training, print and complete the Certification Form
- If you will be volunteering in multiple schools, please print a copy for each school.

Step Three: Register to Volunteer

- After you have finished the Confidentiality Training for Volunteers and completed the Certification Form, please bring the form to the school(s) where you will be volunteering.