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## EXCELLENCE IN LEADERSHIP ACADEMY

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## PARENT VOLUNTEER PROCESS



Dear Parents & Families,

We would like to thank you for your interest in volunteering at ELA. It is always a powerful and positive experience when families partner with schools to ensure student success. There are many ways that you can assist ELA, for example, during lunch duty, assisting the receptionist, reading to students, and many more.

Thank you again for making the decision to volunteer, please follow the steps below:

*Email Ms. Robledo, Secretary, so she is aware of your interest and availability. She will keep Dr. Castillo informed.*

*Submit your driver's license daily for RAPTOR checks- safety always!*

*Complete ELA Volunteer training to clarify rules/guidelines.*

*Upon arrival on campus, Ms. Robledo will let you know, verbally or via written instructions, about your role for the day/week/month.*

*Administration will support & supervise you during your time at ELA.*

Once again, thank you for your trust and support, we look forward to our partnership.

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