Volunteer Completion Report

This report lists all of the family and community members who have completed the online Recognizing Child Abuse and Neglect Training.

Step 1: Go to myMCPS on the District Admin panel. In the bottom right hand corner there is a section titled, "Compliance."   Select "Volunteer Completion Report."

Step 2: Select how you will search (by name or by school; see below) and then click "View Report"

Search by Name

This report allows you to search for any parent/guardian volunteer, community member, or contractor that has successfully completed the training.

1. Select **"By Name"** as the report type
2. Uncheck "NULL" and enter the search term in your chosen field: First Name and Last Name or Email
3. Note that if searching by name, you must enter First Name <u>and</u> Last Name
4. Click **View Report**

*If the name does not appear on the Volunteer List when searched by name, there is not record of that person successfully completing the training

Search by School

This report will show you a list of parent/guardian volunteers who have a student enrolled at your school and have successfully completed the training.

1. Select **"By School"** as the report type
2. Choose your school from the dropdown menu
3. Click **View Report**
4. Export the report, if desired

*If a volunteer has completed the training but is not on your list, they may not be associated with your school. Switch to "By Name" to search the master list by name.

Step 3: An excel spreadsheet will appear. If you erase lines #1-5, line #6 will become the new headers and you now have a list that you can filter and manipulate.

Please contact Shella Cherry via email (shella_b_cherry@mcpsmd.org) or by phone at 240-740-4692.