Volunteer Clearances

In order to enter the school building during school hours, you must have clearances on file with the School District. You will also need your clearances to help at Santa Shop, to volunteer for field trips, to be a Mystery Reader or to participate in any classroom room activities.

Clearances must be:
• Current, within past 60 months
• Copies on file in the office; retain your originals

The three clearances needed are:

Pennsylvania Child Abuse History Clearances (CY113)
https://www.compass.state.pa.us/cwis/public/home

Pennsylvania Criminal Record Checks for Volunteers (SP4-164A)
https://epatch.pa.gov/home
• Employment checks are acceptable for volunteer positions as long as they are current

Federal Bureau of Investigations (FBI) Criminal Background Checks
• If you need your fingerprints please pre-register to have them taken. at one of their locations at https://uenroll.identogo.com
using PDE Volunteer code 1KG6ZJ. Their website will provide the locations and list the required documents for fingerprinting.

• If you have lived in Pennsylvania for AT LEAST ten (10) years you can submit a notarized Volunteer Affidavit in lieu of fingerprints.

Mrs. Michelle Fusco in the Superintendent's office will notarize the affidavit for the School District by appointment only. Please call to schedule your appointment 412-881-2227 x2400.