

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.state.pa.us/Home.jsp>

–Employment checks are acceptable for volunteer positions as long as they are current

Federal Bureau of Investigations (FBI) Criminal Background Checks

– If you have lived in Pennsylvania for AT LEAST ten (10) years you can submit a notarized Affidavit of Residency in lieu of fingerprints. Please note the Mrs. Nancy Brown in the Superintendent's office is a notary. She can notarize the Affidavit of Residency free of charge if you go to the Superintendent's office with your valid State ID and sign the affidavit in front of her at the counter.

– 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 1KG6Y3. Their website will provide the locations and list the required documents for fingerprinting.