



BECOMING a District Parent/Community Volunteer

Effective January 1, 2015, anyone interested in becoming a parent/community volunteer for the Reynolds School District will need to acquire an **Act 34 PA State Police Criminal Record Check clearance** or PATCH response, an **Act 151 PA Child Abuse clearance**, and an **Act 114 FBI Fingerprint clearance through PDE/Cogents system** or **Pennsylvania Residency Waiver** form in lieu of FBI clearance (if you have been a PA resident for the past ten consecutive years) as well as provide a **negative TB test report**.

All clearance forms are available in the Superintendent's office or online via the district's website under Employment Forms at www.reynolds.k12.pa.us. Effective July 25, 2015, the Act 34 and Act 151 clearances are free for volunteers but still \$27 for the FBI clearance. Directions are listed on the forms, but if you need further instructions, please do not hesitate to contact the district office at 724-646-5501. When registering for the FBI fingerprint clearance, please make sure you check "PA Department of Education" as that is the only way the district is able to verify your records. We cannot accept any other FBI record check. Volunteer Act 34 state police and Act 151 child abuse clearances cannot be used for employment purposes and are marked accordingly.

TB tests are available through the Sharon Regional Health System's Corporate Health Services, MedExpress or UPMC Urgent Care facilities in Hermitage or through your own family physician. There is a 48-hour period required for reading the results of the TB test. The fee ranges from \$13 to \$30 depending on where you go.

Once the proper documents are processed, they should be delivered to the **Superintendent's office**. Do not turn in the paperwork to your child's classroom teacher or building office; they must be delivered directly to central administration for processing. Please do **not** submit your paperwork separately; send all required documents together for review and approval. You will also need to include instructions with your documentation indicating your purpose in forwarding the documents, i.e. for approval as a parent/community volunteer and list your current address and phone number.

Once your documents are reviewed and approved, you will be able to volunteer immediately, and your name will be listed on the district website on the listing of parent/community volunteers. The list of parent/community volunteers is approved at the beginning of each school year in July, and the list, which is frequently updated, is located on the district's website at www.reynolds.k12.pa.us. Your name will then be submitted for Board approval as an additional parent/community volunteer at the next board meeting.

Your name will remain on the list as long as you remain an active volunteer within the district. PA laws require you to update your clearances **every five (5) years**. If you do not provide updated clearances before the start of the school year on **July 1st of your fifth year**, your name will be removed from the list, and you will not be able to volunteer until you provide new clearances. Please make sure you are up-to-date on your clearance timeframe so you aren't suspended from volunteering.

If you have further questions, please contact the Superintendent's office at (724) 646-5501.