

REYNOLDS SCHOOL DISTRICT

531 Reynolds Rd., Greenville, PA 16125

ACT 151: PA Child Abuse History Clearance

<https://www.compass.state.pa.us/CWIS>

1. Click on "Create Individual Account"
2. Click Next
3. Create a Keystone ID and fill in the other required information, click Finish
4. You will receive an email with your temporary password
5. Use "Child Welfare Portal" link in e-mail
6. Click "Individual Login", then "Access My Clearances", then Continue
7. Log in using your Keystone ID and temporary password
8. Change password from temporary to permanent password and click Submit
9. You will be directed back to the beginning to enter your login and permanent password
10. Review Terms and Conditions, click "I have read...", then click Next, then Continue
11. Click on button: Create Clearance Application
12. To complete on-line you will be required to provide an electronic signature. If you do not want to provide an electronic signature, there is an option to print a form to complete and submit by mail, Click Begin
13. Select either "Employment" for paid positions or "Volunteer Having Contact With Children" for nonpaid positions.
14. For Volunteer Category (unpaid positions) select "Other" and enter "Reynolds School District" under Agency Name
15. Complete applicant information – please be sure to add all information a. (previous names, contact number, DOB, SS#)
16. Write down the Clearance ID for your records and enter your home and mailing address
a. **Be sure you check the option to have a copy mailed to you**
17. Add all previous addresses
18. Enter household members...yes, everyone since 1975
19. Verify all information you entered
20. Certify all information is correct and provide an eSignature
21. Check "no"... the district is not providing a payment code
22. Click "Submit Application"
23. Print the results and after you receive the official copy in the mail, take it to the district office.

If you need assistance, or have any questions, please contact Sue Combine at 724-646-5501 ext. 5521 or scombine@reynolds.k12.pa.us