

Volunteers/Chaperones

Recent changes in the Child Protective Services Law require all volunteers who have direct contact with students to obtain the following three clearances: A Child Abuse Clearance, a Pennsylvania State Police Criminal Background Check and an FBI Clearance. All clearances are now available electronically.

You will find the directions for obtaining the clearances below. The cost of obtaining the clearances will be your responsibility. Once you have obtained the clearances, please hand them in at the front desk in the administration office along with an email and phone number. The staff will make a copy for our records to be verified and hand you back your originals. If you have any questions about obtaining your clearances, please call Rose Lyons at 724-646-5501, Ext. 5521.

Please allow enough time for the clearances to be verified prior to the date your volunteer work is to begin.

When you hand in your clearances for verification, they must be less than 5 years old and will be valid for five years from the date of your oldest clearance. Once obtained, clearances must be renewed every 60 months. If your clearances are older than one year, the actual clearance must be handed in, a copy is not acceptable. If your FBI was done through the DPW, the original of the clearance must be seen.

Thank you for volunteering in the Reynolds School District. You are providing a valuable service to our students.

If you plan to volunteer in your child's school this year, please obtain clearances before the school year starts. This will ensure there are no delays preventing you from volunteering or chaperoning a trip during the year.

How to obtain Clearances:

- ✓ **PA State Police CRIMINAL BACKGROUND CLEARANCE (Act 34)**

Website: <http://epatch.state.pa.us>

Click on the yellow button that says, "New Record Check" (Volunteers Only – Cost is FREE)

Follow instructions for filling out application. There is no cost for volunteers.

After completing the application information and payment, a box will show that contains:

Control #, Name.....

Click on Control #

Click on Certification Form

Print Form - this is your background clearance

✓ **FBI Fingerprint CLEARANCE (Act 114)**

1. Register online or by phone.
 2. Online: <https://uenroll.identogo.com>
 3. Enter Service Code **1KG6XN**
 4. Click: Schedule or Manage an appointment - the top of the screen should say: "**1KG6XN** Pennsylvania PDE-Volunteer"
 5. Fill in the information on the page and click next. Follow through completing all of the pages.
 6. On the last page you will schedule your fingerprint appointment.
 7. Payment in the amount of \$22.60 will be made at the fingerprint site by credit card, money order or check.
 8. Be sure to bring your ID with you to the fingerprint site.
 9. IDEMIA - 1-844-321-2101
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✓ **PA CHILD ABUSE CLEARANCE (Act 151)**

The application for the Child Abuse Clearance must be completed online at the following link:

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

You will need to create a log-in before applying. There is no cost for volunteers/chaperones. After you apply for the child abuse clearance, you will receive an email confirming your application. You will be able to obtain your child abuse clearance by logging back in and printing it, you do not need to wait for it to come in the mail.

✓ **TB TEST REPORT**

You must provide the district with a negative TB Test report that is dated within one year. This is a one-time requirement. There are various locations other than your doctor's office, such as Sharon Regional Corporate Health Services, MedExpress and UPMC Urgent Care.