

Dear Volunteers,

Thank you for your time and talent in serving the students and staff of Burrell School District. The countless hours you invest are greatly appreciated. We are thankful for all you do!

In February of 2015, the state required all volunteers in schools to renew their clearances if the current clearances were more than three years old. We contacted our volunteers to share the new requirement. Many of you immediately complied and have submitted the required documentation. Thank you!!

The law has changed twice since our first communication. Please review the information below that may be relevant to you.

**New Volunteer:** If you have never been board approved as a volunteer and are interested in becoming a volunteer for Burrell School District, you will need to do the following:

\*Submit the volunteer application and provide PA photo ID

[http://www.burrell.k12.pa.us/files/HbDQr\\_/8e37b9bcb64ae7f03745a49013852ec4/Volunteer\\_Application.pdf](http://www.burrell.k12.pa.us/files/HbDQr_/8e37b9bcb64ae7f03745a49013852ec4/Volunteer_Application.pdf)

\*Submit your Act 34-Criminal History Clearance <https://epatch.state.pa.us/Home.jsp>

\*Submit your Act 151-Child Abuse History Clearance

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

\*Submit your Act 114-FBI Fingerprint Clearance

[https://www.pa.cogentid.com/index\\_pdeNew.htm](https://www.pa.cogentid.com/index_pdeNew.htm)

\*Submit your PDE 6004 Form (This form requires you to notify the district if you have been arrested or are arrested for a violation of the Child Protective Services Law. It also requires you to notify the district if you have been arrested for a felony offense under Pennsylvania's Controlled Substance, Drug, Device, and Cosmetic Act within the preceding 5 years.)

[http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTAR\\_GS\\_0\\_123089\\_1242147\\_0\\_0\\_18/Arrest%20or%20Conviction%20form.pdf](http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTAR_GS_0_123089_1242147_0_0_18/Arrest%20or%20Conviction%20form.pdf)

These items are submitted to Barb Cashell in the Administration Offices for Board approval. Once approved, you are notified and added to our volunteer list. It is your responsibility to renew and submit your clearances every 5 years to remain a volunteer. See Current Volunteer requirements.

**Current Volunteer:** If you are already a board approved volunteer and your clearances are more than 5 years old, you will need to do the following:

\*Submit your Act 34-Criminal History Clearance <https://epatch.state.pa.us/Home.jsp>

\*Submit your Act 151-Child Abuse History Clearance

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

\*If you already have an Act 114-FBI Fingerprint Clearance on file, you will submit an affidavit stating that you have been a continuous resident of Pennsylvania for the past 10 years and have not been disqualified for volunteer service due to a conviction for any crime listed in the Child Protective Services Law.

[http://www.burrell.k12.pa.us/files/HbDQV\\_/d5f27022ca2c4a463745a49013852ec4/PA\\_Residency\\_Affidavit.pdf](http://www.burrell.k12.pa.us/files/HbDQV_/d5f27022ca2c4a463745a49013852ec4/PA_Residency_Affidavit.pdf)

\*If you do not have an Act 114-FBI Fingerprint Clearance on file, you will need to submit one.

It is your responsibility to renew and submit your clearance requirements every 5 years under the new law. Even though, a new PDE 6004 Form is not required. You are still required to notify the district if you have been arrested or are arrested for a violation of the Child Protective Services Law or a felony offense under Pennsylvania's Controlled Substance, Drug, Device, and Cosmetic Act within the preceding 5 years.

If you need assistance with navigating the requirements, please contact Barb Cashell at 724-334-1406 or [bcashell@burrell.k12.pa.us](mailto:bcashell@burrell.k12.pa.us)

Sincerely,

Dr. Shannon L. Wagner  
Superintendent