

# WILLIAM PENN SCHOOL DISTRICT

*Innovation. Opportunity. Success.*

Dear Volunteers,

Thank you for volunteering your time and talent to the William Penn School District! We are thankful for your commitment to our school community. Under Pennsylvania's Child Protective Services Law and Pennsylvania Department of Education regulations, volunteers who have direct contact with students are required to submit certain clearances to the William Penn School District. **Below are the clearance requirements for volunteers prior to starting:**

Clearance Requirements	
Item	Notes
<a href="#">Pennsylvania Criminal History Check</a>	This is free for volunteers; results are generated as a PDF.  Go to <a href="https://epatch.state.pa.us">https://epatch.state.pa.us</a> and click on "Submit a New Record Check" and follow the instructions. Please select "Volunteer" as the Reason for Request. At the end of the process, please print the certification form as proof of submission. <i>Valid for 5 years.</i>
<a href="#">Child Abuse Clearance</a>	Volunteers are eligible to receive one free Child Abuse clearance every 57 months. Go to <a href="https://www.compass.state.pa.us/CWIS">https://www.compass.state.pa.us/CWIS</a> If you do not already have an account, click "Create Individual Account" create a Keystone ID#. Then use the "Individual Login" to apply for the clearance. <i>Valid for 5 years.</i>
<a href="#">FBI Fingerprint</a>	<b>The FBI Federal Criminal History Record requires a 2-step process including online registration and fingerprinting taken digitally at a registered site. However, if you have been a Pennsylvania resident for the past ten (10) years, and have not been convicted of enumerated offenses, you may submit the Affidavit at <a href="#">this link</a>, in lieu of the FBI fingerprinting check.</b>  If you have not lived in Pennsylvania for the duration of the past ten years, go to <a href="https://uenroll.identogo.com/">https://uenroll.identogo.com/</a> to register. There is a \$22.60 fee for this clearance, which includes an automatic mailed unofficial copy of the results to the applicant. <b>The service code for volunteers is 1KG6Y3.</b> <i>Valid for 5 years.</i>
<a href="#">Arrest and Conviction Form</a>	Required in advance of starting; within 72 hours after an arrest/conviction enumerated under 24 P.S. §§1-111(e) or (f.1)
TB Test	A negative TB test is required from within three months before starting

Once you have obtained all required items to volunteer with the William Penn School District, please submit them to [menonmission@wpsd.k12.pa.us](mailto:menonmission@wpsd.k12.pa.us).