



INSTRUCTIONS FOR STATE MANDATED TRAINING AND CLEARANCE UPDATES

*****SCREENSHOTS, OR PHOTOS OF DOCUMENTS TAKEN WITH A CAMERA OR CELLPHONE ARE UNACCEPTABLE AND WILL VOID YOUR DOCUMENTS. IF YOU CANNOT PRINT, OR PRINT CLEARLY AT HOME, PLEASE SAVE THE DOCUMENT AS A PDF, E-MAIL IT TO YOURSELF AND BRING IT IN TO SHADY SIDE ACADEMY TO PRINT PROPERLY.*****

FBI fingerprint check:

1. Go to <https://uenroll.identogo.com>
2. Enter the appropriate service code. NOTE: You must be accurate with your service code. WE CANNOT ACCEPT a volunteer clearance for a paid employee.
 - a. EMPLOYEES: 1KG6V5
 - b. VOLUNTEERS: 1KG6ZJ
3. Follow the site instructions to choose a location and schedule an appointment for your fingerprinting.
4. The confirmation screen will list the date, time and location of your appointment; identification documents you will need to bring, and the **cost of the fingerprinting, which you will pay in person** at the time of your appointment. There is a slightly reduced rate for volunteers.
5. Within a few days after completing your fingerprints, you should receive an email with your unofficial results. NOTE: the link provided for your results is valid once only and expires quickly – please follow the link and download your results as quickly as possible. Provide these results to the Academy either in person at Bayard House, Senior School campus or via email at clearances@shadysideacademy.org.

NOTE: The Commonwealth of Pennsylvania requires school employees to renew their clearances every five years.

333 Market Street
Harrisburg, PA 17126-0333

[REDACTED]
[REDACTED]
PITTSBURGH PA 15238

UE IO: UZS

Dear [REDACTED]

Enclosed is the unofficial copy of the results of your federal criminal history background check, your federal Criminal History Record Information (CHRI).

Applicants for employment to any public school or private school or their contractor(s) must include their UE ID number with their employment application. The Administrator of the public school or private school will use your UE ID number to locate your CHRI in a secure, online system. Under Section 1-111 of the PA Public School Code, it is the responsibility of the Administrator to review the CHRI and make a determination as to your fitness to work in a position that places you in contact with children. If you are hired by the public school, private school or the contractor, a copy of your CHRI will be kept in the school's files. If you are approved for student teaching, a copy of your CHRI will be kept in a file at your college/university by the Teacher Training Institution Administrator. The official CHRI in the electronic system will be deleted five years from the date you were fingerprinted.

Information on Pennsylvania's school background check law and how it applies to you, including Frequently Asked Questions and Answers can be found on the Department of Education's website at : www.education.pa.gov. The PDE's School Services Unit oversees the process, and can be contacted at: RA-P0E-SchoolService@pa.gov

ICN E2018205000000268922

CIDN

OCA CRPA9110Z

DOB [REDACTED]

MNU

SOC

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TNIBT009Z MORPHO TRUST

WASHINGTON DC

2018/07/24

A SEARCH OF THE FINGERPRINTS ON THE ABOVE
INDIVIDUAL HAS REVEALED NO PRIOR ARREST

DATA. CJIS DIVISION

2018/07/24 FEDERAL BUREAU OF INVESTIGATION

TNIBT009Z
MORPEO TRUST USA LLC
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