



## Radnor Township School District

Administration Building • 135 South Wayne Avenue, Wayne, PA 19087-4117  
Phone: 610-688-8100 • Fax: 610-386-6135

### Checklist (Volunteer, Volunteer Coach, Independent Contractor)

Please **bring** the following documents upon completion to the Radnor Township School District Human Resources Office for verification. **Only complete packets will be accepted.**

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- Demographic Information Sheet
- Photo Identification (to be presented to Human Resources staff member)
- PA Criminal Record Check: <https://epatch.pa.gov>.
- PA Child Abuse History Clearance: <https://www.compass.state.pa.us/CWIS/Public/Home>
- FBI Federal Criminal History Record Check  
(through *Identigo*) <https://uenroll.identigo.com/>  
Service code for Volunteer: 1KG6ZJ (PA Dept. of Human Services)  
Service code for Coach/Independent Contractor: 1KG6XN (PA DOE)  
**or** signed affidavit (*affidavit is not accepted for residents of PA~10 years or less;  
for overnight trips; volunteer coach or independent contractor*)
- Proof of vaccination (*optional*)
- Act 126 Mandated Reporter Training (*mandatory for overnight trips*)  
<http://www.reportabusepa.pitt.edu/> (*free online course*)
- Act 168 Commonwealth of PA Sexual Misconduct Abuse Disclosure Release Form (*one for current employer and any that you had direct contact with children*) (**Independent Contractor only**)
- Tuberculosis Test (*less than 3 months old*) (**Volunteer Coach/Independent Contractor only**)

***If clearances have been provided previously, individual school offices can verify if you are cleared to volunteer.***

Volunteer packet/paperwork **must be presented** to the Radnor Township School District Human Resources Office, located at 135 S. Wayne Avenue, Wayne, PA 19087, Monday through Friday from 9:00 a.m. to 4:00 p.m., to complete the volunteer process.

Questions: 610-688-8100 x6128 (Leonor). All documents and links to the agencies listed above are also located on the Human Resources page of the Radnor Township School District website ([www.rtsd.org](http://www.rtsd.org)).

***I understand that failure to supply the required documentation prior to the commencement of this assignment would result in my being excluded from all activities related to the above position until I have fulfilled this requirement. Only complete volunteer packets will be accepted.***