

September 2023

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!

Please see the information below for obtaining your appropriate clearances

**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:

1. Submit the volunteer application and provide PA photo ID

<https://burrell-school-district.docuware.cloud/DocuWare/Forms/personnel-volunteer-application?orgID=658289e2-fce2-4d8f-9bfc-e3b25123e368>

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

3. Submit your Act 151-Child Abuse History Clearance <https://www.compass.state.pa.us/CWIS>

4. Submit your Act 114-FBI Fingerprint Clearance

Please use Service Code **1KG6ZJ** when applying for Volunteer Clearances, you will then be directed to the Department of Human Services website. After you register and make an appointment for your fingerprints, you will have the option of getting your official results through the mail or electronically. When you receive your results, please bring them to the Central Administration Office and we will make copies for you. **The district will no longer be able to pull the official results as we were able to do in the past, therefore, you will not be permitted to volunteer until you submit your official results.**

<https://uenroll.identogo.com>

<https://www.identogo.com/locations/pennsylvania>

5. 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.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/Arrest%20or%20Conviction%20form.pdf>

These items should be submitted to Michael Discello in the Superintendent's Office for Board approval. Once approved, you will be notified and added to our volunteer list. It is your responsibility to renew and submit your clearances every 5 years to remain a volunteer.

**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:

1. Submit your Act 34-Criminal History Clearance <https://epatch.state.pa.us/Home.jsp>
2. Submit your Act 151-Child Abuse History Clearance <https://www.compass.state.pa.us/CWIS>
3. 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/userfiles/-4/my%20files/pa\\_residency\\_affidavit.pdf?id=126](http://www.burrell.k12.pa.us/userfiles/-4/my%20files/pa_residency_affidavit.pdf?id=126)

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 Michael Discello at 724-334-1406 ext. 2091 or [michael.discello@burrell.k12.pa.us](mailto:michael.discello@burrell.k12.pa.us)

Sincerely,

Dr. Shannon L. Wagner  
Superintendent