

Volunteer Clearance Directions

Program Volunteers

State law requires program volunteers, according to Seneca Valley Policy #916, to have clearances. **Program Volunteers** are defined as a volunteer who provides recurring assistance in support of school-sponsored activities under the general direction and supervision of a coach or sponsor employed by the district and may, from time to time, have or may be reasonably expected to have direct contact with children. Examples include: volunteers who assist on the coaching staff of an athletic team; volunteer athletic trainers or equipment managers (excluding school district students serving in those capacities); chaperones for overnight student trips and choreographers, musicians and other individuals who provide assistance to students in the marching band or school musical. Clearances will need to be renewed every five years for as long as you wish to continue volunteering.

- Pennsylvania Child Abuse History (Act 151),
- Pennsylvania State Police Criminal Record Check (Act 34), and
- Federal Bureau of Investigation Criminal Background Check (Act 114).

Pennsylvania state laws apply to all activities/events sponsored directly through Seneca Valley. As set forth in the Child Protective Services Law, a volunteer is an adult serving in an unpaid position in which he or she may be responsible for the welfare of a child or have direct contact with children on a recurring basis. This is a statewide change and it is likely that the process will take longer than usual. We value and appreciate our school volunteers and would like for you to continue providing this support and being a part of the Seneca Valley School Community.

Please use the directions below for applying for clearances. Submit all three clearances simultaneously to your child(ren)'s building. Please make copies for your personal files prior to submission.

NOTE: Clearances must be dated within one year to be accepted.

For more information or questions about the clearance procedure, please contact your child(ren)'s building.

Volunteer Clearance Application Directions

Act 34 Criminal Background Check – Criminal reports may be obtained electronically from the Pennsylvania State Police at <https://epatch.pa.gov>

- Free for Volunteers
- Click on "New Record Check - Volunteer"
- Check the Volunteer Acknowledgement
- At the bottom of the page click to accept the terms and conditions
- Complete the fields
 - **Reason: Other – Seneca Valley School District**
- Click next
- Verify the information by clicking **PROCEED**
- Complete the fields and click on **ENTER THE REQUEST**
- Click **FINISHED**
- Once the search results page appears, click on the **Control Number** to open the details page
- Click "**Certification Form**" to access your official clearance
- Print the certificate by clicking **PRINT** at the top of the page

Act 151 Child Abuse Clearance – if experiencing issues, try a different web browser

The Child Abuse report application may be obtained electronically at <https://www.compass.state.pa.us/CWIS>

- Free for Volunteers
- Create a new account or log in to your existing account – you will need an email address
- Click on next
- Keystone ID: create a username

- Complete the fields and click on finish. Please make note of exactly how you enter the first and last name. You will need it for the electronic signature at the end.
- Follow the prompts for creating a password
- Log in
- Click through the continue and next prompts
- Click on "Create a Clearance Application"
- Read through and click "Begin" at the bottom of the page
 - **Application Purpose: Volunteer Having Contact with Children**
 - **Volunteer Category: Other**
 - **Agency Name: Seneca Valley School District**
- Click Next
- Enter in your name, birthday, gender, "yes" for Social Security Number, enter Social Security Number, email address
- Complete the remaining sheets by clicking on the "+" to add and then complete the fields
- Click on next at the bottom of each page
- May take up to 14 days to receive the report via email or mail

Act 114 Federal (FBI) Criminal History Report – <https://uenroll.identogo.com/>

- Enter the following Service Code: **1KG6ZJ**
- To Schedule an appointment, click on "Schedule or Manage Appointment"
- The cost will be **\$24.20**
- Once your fingerprints have been scanned and processed, the results will be emailed directly to you
 - It will be a one-time only link that will expire in 30 days.
 - It must be saved or printed when you open it.
 - It will be "**UNOFFICIAL**" results. Note: you will **NOT** receive "official" results.
 - Check your Junk/Spam folder.
- **Both pages** of the report must be submitted.

To find a fingerprint location, visit <https://www.identogo.com/locations/pennsylvania>

Please submit all **3 clearances** to your child(ren)'s building in a stapled packet at one time.

Make copies for your personal files before submitting clearances.

Casual Volunteers

Casual Volunteers are defined as a volunteer who comes to a school infrequently and works in the presence of a teacher/administrator with students. A casual volunteer does not have direct contact with children and is not required to obtain criminal history reports or child abuse clearances. Examples include individuals who volunteer to assist in the planning or conducting of classroom celebrations; single-day field trip chaperones; guest speakers; and concert/performance ushers. Clearances are not needed for a casual volunteer; however, they are required to sign the following forms yearly. These forms are available at each school.

- Policy Acknowledgment
- Volunteer Affirmation
- Confidentiality Statement