



Clearance Form FAQ

- **Requestor Information:** Be sure to select the correct role. This is the capacity in which you will be working/volunteering at Pottsgrove School District. If you are employed by a third-party agency or contractor, be sure to list the company name below the Role.
- **Confirmation of email is mandatory**
- **Have you lived in PA for 10 consecutive years?:** This will help determine the need for clearances to be reissued.
- **Are any clearances older than 1 year?:** This will help to determine the need for clearances to be reissued.
- **Title:** Fill in if different from the Role. (Optional)
- **Building/Location:** The location to which you will be assigned at Pottsgrove School District.
- **Start Date/End Date:** The dates you will be onsite at Pottsgrove School District.
- **Hours Expected:** Total hours per week you will be onsite at Pottsgrove School District. This can be an estimate.
- **Days Expected:** The days you plan to be onsite at Pottsgrove School District. Select all that apply.
- **10-hours or More:** Indicates whether or not you plan to be with or in proximity of Pottsgrove School District students during the dates and times listed. This will determine the need for a TB test.
- **Mental Health Provider:** List any and all Pottsgrove School District students to whom you will be assigned. Be sure to indicate your role as a mental health provider.
- **Clearance Attachments:** Be sure to include clear and legible PDF copies of required clearances.
 - The date the clearance was acquired must match the date listed on the documents.
 - TB tests typically require 3-days to complete. Give yourself time to acquire the test results.
 - Agency letters must be written on the company letterhead and should include that the employee is in good standing with the company.
 - For Mental Health Providers - guidelines and release forms must be included. Refer to the Pottsgrove School District Office of Pupil Services for more details.