



Clearance Submission Instructions

1. PA Child Abuse History Clearance

- Visit: <https://www.compass.state.pa.us/cwis/public/home>
 - First-time users: create an individual account and follow email instructions to set your password
 - After logging in, choose "School Employee" as the reason for request
 - Complete the application and submit payment (if applicable)
 - Print and save the confirmation and results
 - Submit a copy of your results to: clearances@shadysideacademy.org
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2. FBI Fingerprinting (Act 114)

- Visit: <https://uenroll.identogo.com>
 - Use the correct **service code**:
 - **Employees**: 1KG6V5
 - **Volunteers**: 1KG6ZJ
 - Follow instructions to schedule your appointment
 - Bring required ID and pay at your appointment
 - After fingerprinting, download your results
 - Submit results via email: clearances@shadysideacademy.org
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3. Approved Child Abuse Recognition and Reporting Training for Mandated Reports

- Go to reportabusepa.pitt.edu
 - Click the "Registration" link in the blue bar across the top
 - Enter the requested personal information
 - You will be assigned a username and password
 - Return to the welcome page and login with the username and password provided in the previous step
 - Click on the link for the course "Recognizing and Reporting Child Abuse"
 - The course will take approximately three hours to complete.
 - Upon completing the course and the survey, enter your full name on the signature page.
 - Print your certificate of completion and submit a scanned copy to clearances@shadysideacademy.org.
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4. PA State Criminal History Check (PATCH)

- Visit: <https://epatch.pa.gov/home>
 - Choose "New Record Check"
 - Enter required personal information
 - Review and print the **official Certification Form**
 - Submit a copy of the certification to clearances@shadysideacademy.org
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If you have questions or need assistance, please contact clearances@shadysideacademy.org.