

Employee Clearance Reminder: Clearances Expiring? Renew on Time!

We kindly remind all employees to stay attentive to clearance renewal notices. Clearances must be renewed before their expiration date to remain eligible to work. Thank you for helping us maintain a safe and secure environment.

ESS Referral Program

Do you know someone who would make an excellent substitute teacher or paraprofessional?

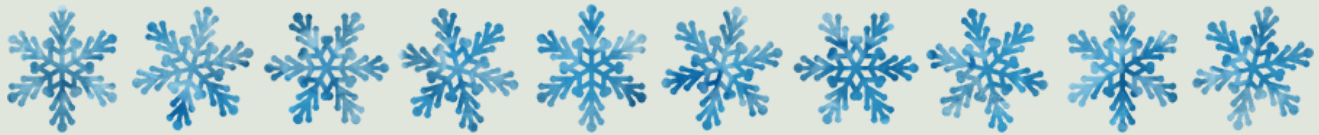
Refer a friend at Refer.ESS.com and receive a \$100 gift card for every successful referral.

To learn more [click here](#)

Volunteer Clearances Reminder

All volunteers must have updated, approved clearances on file. For the safety of our students and staff, no one may volunteer without current clearances reviewed and approved by HR. Thank you for supporting a safe learning environment.





Don't forget!

- Level I teachers must complete 24 credits of post bachelors coursework as part of the requirements to convert your Level I certification to Level II.
- For information regarding the Level I to Level II conversion process, please reach out to Brenda Roth as broth@pennridge.org).
- For those of you who require a substitute in your absence don't forget to log your absence into Frontline/ESS and Timeclock Plus. Please reach out to Emma Weiss (eweiss@pennridge.org) for assistance.

Contact us:

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Student Verification

Do you have a full time student on your Dental plan?

If so, please remember to verify their student status in the benefit portal for Spring 2026 semester!

[Benefit Portal Instructions - Student Verification Guide](#)

Verification Document Requirements:

- **Student's Name**
- **University Name**
- **Semester**
- **12+ Credits enrolled**

Flexible Spending & Dependent Care

Did you elect a Healthcare FSA or Dependent Care FSA this plan year?

Register your account with HealthEquity online to manage your plan, submit receipts, request reimbursement, and more.

[HealthEquity - Member Login](#)

Are you wondering what expenses qualify for FSA?

Check out the link below:

[HealthEquity - Healthcare FSA Eligible Expenses](#)

Healthy You!

January is:

National Blood Donor Month

Celebrated every January to highlight the critical need for blood donations, honor donors, and raise awareness, with organizations like the Red Cross and AABB promoting events, sharing donor stories, and encouraging people to give blood to combat post-holiday shortages.

[Access your EAP resources: Health Advocate Login Guide](#)

Health Advocate Digital Resources:

[Health Advocate Article -](#)

[Health Tip: Donate blood safely](#)

[Health Advocate Link -](#)

[Donating Blood FAQ's](#)

Safe. Simple.
Essential.

NATIONAL
BLOOD
DONOR
MONTH



**"Be the reason
for someone's
heartbeat."**