

- Choose Schedule or Manage an Appointment follow prompts
- [Arrest and Conviction Report PDE 6004](#)

After you are fingerprinted, within 24 to 48 hours, you will receive an email message from Identogo with your certificate. (We are unable to use the receipt from your appointment). Please print your certificate and bring it to the DAO along with the other 3 clearances and your driver's license. We will verify your clearance documents, and you will be put into the Raptor system.

In addition, volunteers who work with children 10 or more hours a week must also obtain a TB test:

- TB Test current test result must be no more than 90-days old prior to submission (in accordance with PA School Code 23.44)

Once all the above items are completed, please take PDE form 6004, original clearances, fingerprinting certificate, and (when applicable) TB Test results to the District Administration Office in person. **It is important to note that all clearances being presented to the district for the first time must be no older than 12 months; TB Test results must be no older than 90 days.**

The Human Resources Office will review the information and add your name to the district list of approved volunteers. If additional information is required, you will be notified by a Human Resources Office staff member.

Volunteers are required to obtain all new clearances every sixty (60) months from the most recent date of the volunteer clearances.

If you have questions regarding the Pennridge School District volunteer requirements, please contact the Human Resources Office at 215-257-5011.

Your patience, cooperation and understanding regarding the need for student safety is greatly appreciated. Pennridge School District values their volunteers and encourages you to remain involved as an active participant in the district.