

Parkland School District**Checklist for New [& Renewing] Volunteers***(Revised 7/2026)*

- Please use this checklist to complete the paperwork process required to become a volunteer in the Parkland School District.
- **ALL ITEMS MUST BE COMPLETE** before you submit your clearances. Incomplete packets will not be accepted.
- **How to Submit Your Clearance: In person** (Mon–Fri, 8:30am–3:30pm) or **by mail** to: Parkland School District Administration Building, 1210 Springhouse Rd., Allentown, PA 18104.
- **If you have any questions, please contact: Renee Andrush, HR 610-351-5628.**

Individuals will need to complete the following, and submit checklist with the completed packet:

- ☐ Volunteer General Information Sheet (complete all applicable sections)
-
- ☐ Volunteer Application (complete all applicable sections & sign)
-
- ☐ Copy of Act 34 PA Criminal Record Check Clearance **[dated within one year]** Issue Date: _____
-
- ☐ Copy of Act 151 PA Child Abuse Clearance **[dated within one year]** Issue Date: _____
-
- ☐ Copy of Act 114 FBI Volunteer Fingerprinting Clearance Certificate **[dated within one year]** (Complete if you have **NOT lived in PA for the past 10 years**) Issue Date: _____
-
- ☐ Volunteer Affidavit (**can be completed if Act 114/FBI is not required**)
-
- ☐ Arrest/Conviction Form
-
- ☐ Please retain copies of clearances for your records. **Parkland School District will not be able to provide copies after packet is submitted.**
-
- ☐ Please note your clearance expiration dates. Notification of expiration will not be sent by the district.
-

Signature: _____

Date: _____

IMPORTANT: Please read Policy 916 (related to Volunteers), Policy 806 (related to Child Abuse), and Policy 824 (Maintaining Professional Adult/Student Boundaries). These policies can be found online at www.parklandsd.org

**You will be contacted via email regarding the status of your Volunteer Application. Clearances will expire 5 years after earliest clearance date.*