

PEN ARGYL AREA SCHOOL DISTRICT

VOLUNTEER PROCEDURE

As per Act 153, Child Protective Services Law, school volunteers must have the following clearances:

1. Pennsylvania Child Abuse History Clearance; Act 151 (**free/apply online**)
[Link to PA Child Abuse History Clearance](https://www.compass.state.pa.us/cwis/public/home) (https://www.compass.state.pa.us/cwis/public/home)
2. Pennsylvania State Police Criminal History Record; Act 34 (**free/apply online**)
[Link to PA State Police Criminal History Record](https://epatch.state.pa.us/Home.jsp) (https://epatch.state.pa.us/Home.jsp)
3. FBI Federal Criminal History Clearance w/Fingerprint; Act 114 (cost of \$22.60 is the responsibility of the applicant/register online, then go to fingerprinting site)

Please Note: If the prospective volunteer has lived in the state of Pennsylvania continuously for the past ten years and has signed an affidavit swearing that there is no arrest record in any other state, they are exempt from the FBI Clearance.

Link to FBI Federal Criminal History Clearance: <https://uenroll.identogo.com/workflows/1KG6XN>

4. Arrest/Conviction Report and Certification Form; Act 82
[Link to Arrest/Conviction Report and Certification Form](#)
 5. Volunteer Information Form – This form must be on file with the school office and includes a statement as to whether the applicant will volunteer more than 10 hours per week, in which case a negative tuberculin (TB) test must be submitted to the school.
 - Negative TB test - if volunteering more than ten hours per week (**must be obtained by applicant from their doctor and submitted to the school office**)
- ➔ You may access the above information by visiting the Pen Argyl Area School District website at www.penargylschooldistrict.org. Once there, navigate to the Plainfield Elementary School page, click on the “About PES” tab, then “Volunteer Information” and “Volunteer Procedure”. The blue highlighted information will link you to the clearance websites.

All of the above documentation must be submitted to the school office in which the applicant intends to volunteer. Forms will be submitted to the Pen Argyl Area District Office for review and School Board approval of the volunteer. **The school will notify the volunteer when they have been officially approved.**

VOLUNTEER CLEARANCES MUST HAVE BEEN ACQUIRED WITHIN THE PAST YEAR AND UPDATED EVERY 60 MONTHS ONCE YOU HAVE BEEN SCHOOL BOARD APPROVED.