



Keystone Oaks School District

Volunteer Clearances Packet

Pennsylvania laws now require anyone who volunteers their time in a school district to have the following clearances: State Police Clearance (Act 34), Child Abuse Clearance (Act 151) and the FBI Clearance (fingerprinting). This law went into effect on July 1, 2015 and also requires that volunteers renew their clearances every 60 months (5 years).

The Keystone Oaks School District values the thousands of hours that parents and other members of the community volunteer at sporting events, on field trips and in the classroom.

Anyone who wishes to volunteer their time for any activity associated with the Keystone Oaks School District is required to have current copies of the State Police Clearance, Child Abuse Clearance and FBI Clearance (or signed Volunteer Clearance Exception Disclosure Statement) on file in the District's Personnel Office. The State Police Clearance and Child Abuse Clearance are **free** for volunteers and can often be obtained in as little as one business day. Free volunteer clearances can only be obtained every five years.

Volunteers are required to pay for the cost of the FBI Fingerprinting Clearance (if needed).

Instructions on applying for the clearances are included in this packet.

Please read the following instructions carefully:

1. Please fill out the attached ***Volunteer Clearances Form***.
2. Apply for the required clearances and/or the Volunteer Clearance Exception Disclosure Statement. See instructions in this packet.
3. Once you have received the clearances/disclosure statement, please send copies, along with the Volunteer Clearances Form **in a sealed envelope** to the Administrative Assistant for Personnel, Karen Wong. Clearances may be dropped off at the District offices Monday—Friday, between 7 a.m. and 3 p.m. or may be mailed to:
Keystone Oaks School District
Attn: Mrs. Karen Wong (Volunteer Clearances)
1000 Kelton Avenue
Pittsburgh PA 15216
4. Once the clearances are verified and on file in the Keystone Oaks School District Personnel Office, you will receive an e-mail that you are an approved volunteer.

Additionally, at each event where volunteers are present, a Keystone Oaks employee and/or designated volunteer (booster president, for example) will have a list of all approved volunteers. Any volunteer who has not been approved by the District will not be permitted to volunteer their time at the event.

If you have any questions, please do not hesitate to contact the individual below:

Mrs. Karen Wong
*Administrative
Assistant for
Personnel*
wong@kosd.org
412-571-6010



Keystone Oaks School District

Applying for Required Clearances

APPLYING FOR OR RENEWING YOUR CLEARANCES

Pennsylvania laws now require anyone who volunteers their time in a school district to have the following clearances: State Police Clearance (Act 34), Child Abuse Clearance (Act 151) and the FBI Clearance (fingerprinting). This law went into effect on July 1, 2015 and also requires that volunteers renew their clearances every 60 months (5 years).

To apply for or to renew your clearances, please visit the following websites:

- **State Police Clearance (Act 34):** <https://epatch.pa.gov/home>
 - Click on "New Volunteer Record Check" and follow the instructions through to the Certification Page.
 - Once the Search Results Table appears, click on the Control Number. ***Please write down the Control Number for future reference.***
 - The Record Check Details page will open.
 - Click on the "Certification Page" to access your official Clearance. The Record Check Details page is only a receipt and now acceptable as a "clearance."
 - Print two copies of the Certification Pages (1 to turn in and 1 to keep for your records).

- **Child Abuse Clearance (Act 151):** <https://www.compass.state.pa.us/CWIS>
 - Click "Create a New Account."
 - Click "Next."
 - Create a Keystone ID (make your own) and fill in the form. Click "Finish."
 - Check the e-mail account your registered with for a temporary password. You will receive two separate e-mails; one will contain your username (the Keystone ID you created) and one will contain your temporary password. Highlight the temporary password, right click and select "Copy." Be sure that you have only highlighted the characters and not any extra spaces.
 - Go back to the website: <https://www.compass.state.pa.us/CWIS> and click "Login."
 - Click "Access My Clearances." Scroll to the bottom of the page and click "Continue."
 - Enter your Keystone ID and Temporary Password (right click and select paste.) Click "Login."
 - You will be prompted to choose a new password.
 - Click "Close Window" and login with your Keystone ID and new password.
 - Read the Terms & Conditions and select "I have read, fully understand and agree..." Click "Next."
 - Click "Continue" on the bottom right hand side of the page.
 - Click "Create Clearance Application."
 - Read through the instructions and ensure you have the information required in the "Information You Will Need" section.
 - Follow the instructions provided to complete the application.
 - Once completed, if no record is found, a letter will be generated that contains a Clearance ID number. Please print this letter and provide an original copy.



Keystone Oaks School District

Applying for Required Clearances, continued

APPLYING FOR OR RENEWING YOUR CLEARANCES, continued

- FBI Clearance (Fingerprinting): <https://identogo.com/locations/pennsylvania>. ***This is only required if you are applying for an unpaid position AND have lived outside of the Commonwealth of Pennsylvania at anytime in the past 10 years.***
 - If you have been fingerprinted since your return to Pennsylvania, please provide those fingerprint results.
 - If you have not been fingerprinted since your return to Pennsylvania or established residency in Pennsylvania:
 - Register with Identogo at the website listed above.
 - **Identogo will require that you enter a code to indicate why the clearances are being requested.**
 - **All school volunteers must now obtain a volunteer Service Code from the Pennsylvania Department of Human Services (DHS). To obtain a volunteer Service Code, individuals must contact DHS directly at 1-877-371-5422 or RA-PWCPSLQUESTIONS@pa.gov.**
 - Follow the instructions to pre-enroll.
 - Once you are pre-enrolled, bring your photo ID and service confirmation receipt to a fingerprint location.
 - Payment will be made at the fingerprint location.
 - You will be sent a letter from DHS with your results. Please print the letter and send to wong@kosd.org.

OR

- Signed Volunteer Clearance Exception Disclosure Statement. See enclosed document.
- Volunteers are applying for an unpaid position AND have been a continuous resident of the Commonwealth of Pennsylvania for the past 10 years.
 - Must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense that would preclude them from volunteering (see Disclosure Statement).
 - The form must be signed by a witness. (Anyone can serve as a witness.)

For questions about applying for the clearances, please contact:

Mrs. Karen Wong, Administrative Assistant for Personnel
wong@kosd.org
412-571-6010

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____



Keystone Oaks School District

Volunteer Clearances Form

Name: _____ Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Please select one of the following:

By checking this box, and by signing below, I understand that I am to provide the Keystone Oaks School District with copies of the required clearances (or signed Volunteer Clearance Exception Disclosure Statement) in order to be able to volunteer for any District event or activity. I understand that it is my responsibility to pay for all required clearances. Upon providing the District with copies of my clearances, I will receive an email confirming my status as an approved volunteer.

Signature

Date

Please return this form, along with copies of your clearances/disclosure statement to:

Keystone Oaks School District
Attn: Mrs. Karen Wong
1000 Kelton Avenue
Pittsburgh, PA 15216