



Keystone Oaks School District

Volunteer Clearances Packet

Last fall, Pennsylvania Governor Tom Corbett signed into law Act 153, which placed new requirements on 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 is effective July 1, 2015 and also requires that volunteers renew their clearances every 36 months.

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. In accordance with this new state law, Keystone Oaks School District must now change its practices regarding the way that volunteers are permitted to assist with events and activities involving Keystone Oaks students.

Effective, July 1, 2015, 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. Volunteers are required to pay for the cost of the clearances and must renew their clearances every 36 months. 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/have the Volunteer Clearance Exception Disclosure Statement notarized. 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 Athletic Director Mark Elphinstone or Personnel Secretary Karen Wong. Clearances may be dropped off at the District offices Monday—Friday, between 8 a.m. and 4 p.m. or may be mailed to:

Keystone Oaks School District
Attn: Mrs. Karen Wong or Mr. Mark Elphinstone (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 be contacted by the District to set up a time to obtain a photo identification. **This photo identification must be worn at all events in which you are a 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.

In advance, we thank you for your cooperation as we put these new requirements in place in the Keystone Oaks School District. If you have any questions, please do not hesitate to contact the individuals below:

Mr. Mark Elphinstone
Athletic Director
Elphinstone@kosd.org
412-571-6046

Mrs. Karen Wong
Personnel Secretary
wong@kosd.org
412-571-6010



Keystone Oaks School District

Applying for Required Clearances

APPLYING FOR OR RENEWING YOUR CLEARANCES

Act 153, which was signed into law on October 22, 2014, places ***new requirements on ALL volunteers to obtain their clearances***. Based on the law, anyone who volunteers for a Keystone Oaks School District event or activity must have the following clearances on file in the Personnel Office: State Police Clearance (Act 34); Child Abuse Clearance (151); and FBI Clearance (Fingerprinting) or a signed Volunteer Clearance Exception Disclosure Statement.

All clearances must not be older than 36 months. Additionally, the new law requires that all clearances be renewed every 36 months. ***Volunteers are responsible for paying for the cost of the clearances***. Additionally, any volunteer who has obtained clearances in the 12 months prior to July 1, 2015 does not need to apply for new clearances; copies of the current clearances should be sent to Mrs. Karen Wong or Mr. Mark Elphinstone.

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

- **State Police Clearance (Act 34):** <https://epatch.state.pa.us>
 - In the middle section of the website, under Credit Card User, click "Submit a New Record Check."
 - Read through the Terms & Conditions and click "Accept"
 - Fill in your personal information. Under "Reason for Request," choose "**Volunteer**." Click Next.
 - Review your information and click "Proceed."
 - Enter your information into the Record Check Request form. You will need your Social Security number as well as any aliases and/or maiden names.
 - At the bottom of the page, in blue letters, click on "View Queued Record Check Requests."
 - Click on "Submit."
 - Enter your payment information. Click "Next" and verify your payment information.
 - Click "Submit Record." On the next screen, you will receive a Control Number. Write it down for your records.
 - Click on the Control Number and a Certification Form will appear on the next screen. Print this Certification Form for your records and to submit to the Personnel Office.

- **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. Pay the \$10 application fee with a credit or debit card.
 - 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): www.pa.cogentid.com. *This is only required if you are applying for an unpaid position **AND** have lived outside of the Commonwealth of Pennsylvania in the past 10 years.*
 - Choose the icon for the Pennsylvania Department of Education
 - Under Registration Information, click "Register Online."
 - Click the box "By checking this box, I hereby grant..." and click "Continue."
 - Click your payment type and fill in the form. Under Reason Fingerprinted, choose "School District." When finished, click "Next."
 - Verify that all information entered is correct and click "Next."
 - Enter your payment and billing information. Click "Pay."
 - Once your payment has been submitted, you will receive a Registration Confirmation with an ID number. Please print this out and provide this as confirmation of your registration.
 - **Once you have registered online, you must take your registration to an approved fingerprint location.** For a list of locations in Allegheny County, please visit www.pa.cogentid.com. Under Useful Link, click "Find a Fingerprint Location." Select Allegheny County on the map.
 - Once you have been fingerprinted, the Personnel Office will be able to look up the results with the ID number you provided. This process could take a few weeks, so be sure to leave time for the results to be looked up.

OR

- Signed Volunteer Clearance Exception Disclosure Statement. See enclosed document. **This form must be notarized.**
 - 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 notarized by a licensed notary.

For questions about applying for the clearances, please contact:

Mrs. Karen Wong, Personnel Secretary
wong@kosd.org
412-571-6010



Keystone Oaks School District

Volunteer Clearance Exception

DISCLOSURE STATEMENT

**This form must be notarized by a licensed notary*

As a volunteer applicant, I am aware that I must provide the following clearances prior to commencement of any volunteer activities: Pennsylvania State Police Clearance, Pennsylvania Child Abuse History Clearance, and a Federal Bureau of Investigation report (if applying for a paid position & not a continuous resident of Pennsylvania for the past 10 years). I am aware that any prior act of child abuse will permanently disqualify me from volunteering. I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse as defined by the Pennsylvania Child Protective Services Law.

I am aware that a past conviction of certain crimes and offenses may permanently disqualify me from volunteering. I swear/affirm that I have been a continuous resident of Pennsylvania for the past 10 years and that I have not been convicted of one or more of the following crimes reportable under Title 18 of the Pennsylvania Consolidated Statutes or equivalent crime in another state, territory, commonwealth or foreign nation:

- 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 2910 (relating to luring a child into a motor vehicle or structure)
- 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) (A felony offense relating to prostitution and related offenses)
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
- Section 6301(a)(1) (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)
- A felony offense under the Act of April 14, 1972 (P.L.233.No.64) known as the Controlled Substance Drug Device and Cosmetic Act within a five-year period immediately preceding this verification.

SWORN VERIFICATION

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF _____

I, _____, swear or affirm that I have not been involved in the attempt, solicitation or conspiracy to commit any of the offenses set forth above. I understand that I will not be allowed to volunteer if I am named as a perpetrator of a founded report of child abuse or convicted of any of the crimes listed above subsequent to providing the required clearances. I also understand that the School District retains the right to refuse me permission to serve as a volunteer for any reason that, in its judgement, renders the applicant unsuitable to serve in that capacity. I hereby swear or affirm that the information as set forth above is true and correct. I understand that the penalty for false swearing is a misdemeanor of the third degree pursuant to Section 4903(b) of the Crimes Code.

Date: _____

Name: _____
(Please print)

Signature: _____

Witness: _____
(Please sign this form in the presence of a witness)

Notary Public: _____



Keystone Oaks School District

Volunteer Clearances Form

Name: _____ Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Please select which organizations you are a member of and/or volunteer your time for:

Athletic Organizations:

- Varsity Boys Basketball
- Varsity Girls Basketball
- Baseball
- Cheerleading
- Cross Country
- Dance Team
- Varsity Football
- Golf

- Varsity Boys Soccer
- Varsity Girls Soccer
- Softball
- Swimming & Diving (Boys & Girls)
- Tennis
- Track & Field
- Varsity Boys Volleyball
- Varsity Girls Volleyball
- Wrestling

School Groups

- Aiken Elementary PFO
- Dormont Elementary PFO
- Myrtle Elementary PFO
- Middle School PFO
- Marching Band Boosters
- Other, please specify:

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) by July 1, 2015 in order to be able to volunteer for any of the above organizations. I understand that it is my responsibility to pay for all required clearances. Upon providing the District with copies of my clearances, I will be contacted by the District about obtaining a photo identification.
- I am a member of the above organization(s), but **do not wish to volunteer my time** at any events. Therefore, I will not be providing the District with copies of the required clearances. I understand that by doing so I will not be permitted, under any circumstances, to volunteer at any event.
- I **do not wish to provide the Keystone Oaks School District with copies of the required clearances** and, therefore, understand that I will not be permitted to volunteer my time for any organization sponsored by or affiliated with the Keystone Oaks School District.

Signature _____
Date

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

**Keystone Oaks School District
Attn: Mrs. Karen Wong or Mr. Mark Elphinstone (Volunteer Clearances)
1000 Kelton Avenue
Pittsburgh, PA 15216**

You may also hand-delivery the documents to the District office, 1000 Kelton Avenue, Monday-Friday, 8 a.m. and 4 p.m.