

PENNSYLVANIA CLEARANCE INFORMATION

Role of Parent Partners (Volunteers)

We need your help to continue providing an excellent education for your child! Our goal is to promote safety by ensuring that any volunteer who has regular exposure to your child during the school day has provided all the PA required clearances. We rely on parent partners to drive for field trips, keep the hot lunch program running, provide one-on-one reading opportunities with students, and to help in the classrooms. If you have not done so already, please take a few minutes to obtain these clearances so you can partner with us and keep our programs going. If you have already completed your clearances in the past 57 months for work or another volunteer position, we can accept current copies.

Who must obtain clearances?

If you wish to volunteer at LCA in a role that has direct contact with students with the possibility of being alone (such as field-trip driver, parent chaperone, kitchen & lunchroom helper, reading helper, etc.), please obtain and provide us with a copy of these clearances. If you already have clearances, **they are valid for 5 years**, so check to see if yours will be valid throughout the school year.

General visitors who do not have unsupervised, regular and direct contact with students (such as guest reader or presenter, office helper, library volunteer, etc.) do not need to submit clearances. However, if you have already obtained clearances, we would greatly appreciate a copy of them!

1. PA State Police Criminal Record Check

This clearance can be completed at <https://epatch.pa.gov/home>. For volunteers working with children, **the cost is FREE every 57 months**. In most cases, verification will be obtained immediately by logging back into the site and searching by your Control Number that was issued when you completed your clearance application.

2. PA Child Abuse History Clearance

This clearance can be completed at <https://www.compass.state.pa.us/CWIS>. You will need to create an account. After creating your account, an email will be sent with your password to log into the website and complete your clearance application. For volunteers working with children, **the cost is FREE every 57 months**. In most cases, verification will be obtained immediately (if you select to receive your clearance by email,) but may take up to 14 days. You can select to receive notification via email, mail to your home address, or both.

3. FBI Federal Criminal Record Check *or* a Disclosure Statement

If you have lived in PA for 10 consecutive years- Please follow the link to download, complete and submit your disclosure statement.

<https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/Disclosure%20Statement%20for%20Volunteers.pdf>

If you have not lived in PA for 10 consecutive years- This fingerprint-based background check is a multi-step process. You will need to register, print a registration confirmation, and go to an authorized fingerprint location. Visit <https://uenroll.identogo.com/> and enter **Service Code 1KG6ZJ**. The fee is around \$25.00 and can be paid by credit card. You **MUST** print out the registration confirmation and take this with you to the fingerprint location of your choice. You will also be required to show ID. The Department of Education will mail your record directly to your home. Most searches are completed within 3 business days but may take up to 6 weeks to receive your results. Additional instructions can be found on their website.

4. Current copy of driver's license and proof of auto insurance

***Only if you plan to drive students on field trips or off-campus activities-** A current copy of driver's license and proof of auto insurance is required to be on file at the school before volunteers are able to transport students.