

Penn-Trafford School District Information for Obtaining Clearances (Extracurricular Volunteers)

The purpose of this information sheet is to ensure applicants are aware of 24 P.S. §1-111, as amended, and Chapter 8 of the State Board of Education Regulations concerning criminal history background checks.

Act 114 of 2006 specifies that all applicants for employment with public and private schools including employees of independent contractors, but excluding employees who do not have direct contact with students undergo background checks. In addition, Act 114 extended the background check requirements to include student teacher candidates. The following five background checks are required:

1. Pennsylvania State Police Request for Criminal Records Check - Act 34

Complete the request on-line at <https://epatch.state.pa.us/Home.jsp> Print results for your records. Results are NOT sent to you.

2. Department of Public Welfare Child Abuse History Clearance - Act 151

Complete the request on-line at <https://www.compass.state.pa.us/cwis/public/home> Create a new account. You will then enter all of the requested information into the child welfare portal. You may check the status of clearance on-line. When the check is complete, please print for your records. You may also request a paper copy be mailed to you. Results may take up to 3 weeks to receive.

3. Federal Criminal History Record Information – Fingerprints - Act 114

The fingerprint -based background check is a **multiple-step process**. Applicants must register prior to going to the fingerprint site. Registration is completed on-line. Registration is available 24 hours/day, seven days per week at <http://uenroll.identogo.com>

Registration/fingerprint process: enter code **1KG6ZJ**, select schedule or manage appointment, enter required information, select a security question (note for future reference), please choose the document you will use for ID at processing center, select a location and schedule an appointment (specific or walk-in), submit registration and print confirmation. Please note that payment is processed when your prints are taken. Once your fingerprints have been completed, print your unofficial report which is emailed to you and provide a copy to the district. The report must include the UE ID# for verification purposes.

4. ACT 24 - Arrest and Conviction- Self Reporting

5. PT Policy 824- Adult and Student Boundaries- Acknowledgement needed

All clearances must be current (within 1 year) of employment for newly placed volunteers . Act 153 requires that all employees and volunteers of the school district MUST renew their clearances every 5 years.

*****Volunteers may not report to any activity until all clearances are submitted and verified by Penn Trafford School District.**