

Haverford School District

School Volunteer Clearance Process

Update: Please note the fees for Pennsylvania Criminal Record Check and Pennsylvania Child Abuse History Clearance will be waived for volunteers whose applications are made after July 25, 2015 according to state officials.

Update also: Clearances will now be valid for five years opposed to three.

In the spirit of keeping our children safer, Pennsylvania now requires school volunteers to submit three background clearances in order to volunteer. All parents/guardians are encouraged to obtain these clearances and they must be less than one year old at the time of submission. The process can be initiated online and produces clearances quickly. The schools and PTO's depend on volunteers. Please follow the steps below to get your clearances NOW!!!

Step 1: The Pennsylvania Criminal Record Check: Go to <https://epatch.state.pa.us> and click on "Submit a New Record Check" and follow the instructions. Select "Volunteer" as the Reason for Request. Click on "Certification Form" in order to pull up the correct form and print two copies. Please keep a copy of your Criminal Record Check for your personal records.

Step 2: The Pennsylvania Child Abuse History Clearance (Act 151): Go to <https://www.compass.state.pa.us/cwis/public/home> and you will be directed to the Child Welfare Portal. You must create a login (combination of letters and numbers you create yourself) for your Keystone ID# or log in if you already have an account. Reason for Request is "School District".

Step 3: The Federal Criminal History Record (Act 114): requires a 2-step process including online registration and fingerprinting taken digitally from a registered site. Go to https://www.pa.cogentid.com/index_pdeNew.htm. Click on "Register Online". There is a \$27 fee for this clearance which includes an automatic mailed unofficial copy of the results to the applicant or call 1-888-439-2486 (M-F 8am-6pm). Writing the Registration ID below for the school office makes it possible for them to retrieve your results rather than wait for the official copy to come in the mail.

Step 4: Proceed to an approved fingerprinting site (list on website) with your Registration ID and drivers license to be digitally fingerprinted. Please note the UPS Store in Wynnewood (333 Lancaster Ave) is a drop-in site for fingerprints (no appointment required).

More information can be found on the district website at <http://www.haverford.k12.pa.us/domain/1188>. Call the Human Resources Office with questions or assistance at 610-853-5900 x7134.

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Step 5: Please cut this portion off, fill it in and place it in a sealed envelope marked "Volunteer Clearances & your name".

Volunteer's Name: _____

___ PA Criminal Record Check enclosed (check if so)

___ PA Child Abuse History Clearance enclosed (check if so)

Federal Criminal History Record registration ID "PAE"_____