



Laurel School District

2497 Harlansburg Road • New Castle, PA 16101 • 724-658-8940 • www.laurel.k12.pa.us

CHECKLIST FOR PROSPECTIVE DISTRICT VOLUNTEERS

NAME:	DATE APPLIED:
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The following items are to be completed by all prospective district volunteers in the Laurel School District.

✓	Title	Notes
	1. District Volunteer Letter of Interest	All prospective volunteers must have a completed application on file PRIOR to approval. This is included in this packet or can be obtained from the Elementary, Jr. /Sr. High School, or District Office.
	2. ACT 151 - PA Child Abuse History Clearance	www.compass.state.pa.us/CWIS
	3. ACT 34 - PA Police Request for Criminal Records Check	https://epatch.state.pa.us/
	4. ACT 114 - The Federal Criminal History Record (Fingerprints) OR ACT 153 AFFIRMATION	<ul style="list-style-type: none"> This form is NOT REQUIRED for VOLUNTEERS if you have been a resident of PA for ten years prior to this application; however, you must sign an Act 153 Written Affirmation for Volunteers. If you have not been a continuous resident of PA for ten years, you must complete the Federal Criminal History Record Act 114. http://www.identogo.com/locations

- Before your name can be placed on the Board agenda for approval, you must have the above paperwork submitted to the Elementary, Jr. /Sr. High School, or District Office. **You will not be approved if the above clearances are not received.** Completed clearances will be submitted for Board approval and then you will receive confirmation after that month's Board Meeting.
- **You must be approved by the Board before you can volunteer.**
- You are responsible for any costs and/or filling out applications by paper or online submission.
- In order for clearances to remain valid from year to year, **volunteers must attend at least one school-sponsored activity throughout the year**, in addition to renewing clearances on a **five-year cycle**.
- All clearances must be dated within one (1) year.



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District Volunteer Letter of Interest

I, _____, would like to become a Laurel School District volunteer.

Printed Name

Street Address: _____

City, State Zip: _____

Phone: _____

E-mail: _____

Driver's License #: _____

Sport (if volunteer Coach): _____

FOR OFFICE USE ONLY

CHILD ABUSE _____

CRIMINAL _____

FBI FINGERPRINTS OR AFFIDAVIT _____

DATE APPROVED BY BOARD: _____



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CLEARANCE DIRECTIONS

Act 151 - Child Abuse History Clearance

1. www.compass.state.pa.us/cwis
2. You will need to create an Individual Account
3. Check your email for a confirmation
 - a. There will be a temporary password sent to you
4. Reopen website from link in email
5. Go to "Individual Login"
6. Click "Access My Clearances" and fill out the clearance application
7. *Make sure you provide the correct "purpose for clearance" (Ex: Volunteer, employment, School Employee Governed by Public School Code, etc.)
8. Print out your clearance

*Paper Applications can be accessed online or in our office

Act 34 - PA Request for Criminal Records

1. <https://epatch.state.pa.us/>
2. Click "Submit a New Record Check"
3. Accept Terms and Conditions
4. Fill out the application
5. Once completed click the "Control Number" hyperlink, then click the "certification form" to view your record
6. Print out your certificate

*Paper Applications can be accessed online or in our office

Act 114 - FBI Fingerprint Federal History

(*If you are a 10-year PA resident wanting to volunteer you can fill out the Act 153 form instead)

1. www.identogo.com/locations You must register online before going to a fingerprint site.
 2. Enter your zip code
 3. Select a location near you
 4. Schedule Appointment
 5. Scroll down-select Digital Fingerprinting
 6. Enter Service code: **1KG6XN** (code for PA school districts)
 7. Schedule or Manage Appointment
 8. Complete the form and print it out. It has your confirmation number that you will need to have your fingerprints scanned.
 9. Bring form to location and have fingerprints scanned
 10. Return receipt with Identification # to District office for verification
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LIST OF REPORTABLE OFFENSES

- A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:

An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

- | | |
|---|--|
| Chapter 25 (relating to criminal homicide) | Section 4304 (relating to endangering welfare of children) |
| Section 2702 (relating to aggravated assault) | Section 4305 (relating to dealing in infant children) |
| Section 2709.1 (relating to stalking) | A felony offense under section 5902(b) (relating to prostitution and related offenses) |
| Section 2901 (relating to kidnapping) | Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) |
| Section 2902 (relating to unlawful restraint) | Section 6301(a)(1) (relating to corruption of minors) |
| Section 2910 (relating to luring a child into a motor vehicle or structure) | • Section 6312 (relating to sexual abuse of children) |
| Section 3121 (relating to rape) | • Section 6318 (relating to unlawful contact with minor) |
| Section 3122.1 (relating to statutory sexual assault) | Section 6319 (relating to solicitation of minors to traffic drugs) |
| Section 3123 (relating to involuntary deviate sexual intercourse) | Section 6320 (relating to sexual exploitation of children) |
| Section 3124.1 (relating to sexual assault) | |
| Section 3124.2 (relating to institutional sexual assault) | |
| Section 3125 (relating to aggravated indecent assault) | |
| Section 3126 (relating to indecent assault) | |
| Section 3127 (relating to indecent exposure) | |
| Section 3129 (relating to sexual intercourse with animal) | |
| Section 4302 (relating to incest) | |
| Section 4303 (relating to concealing death of child) | |

(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."

(3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:

- the United States; or
- one of its territories or possessions; or
- another state; or
- the District of Columbia; or
- the Commonwealth of Puerto Rico; or
- a foreign nation; or
- under a former law of this Commonwealth.

- A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:

(1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.

(2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.

(3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d)(relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

ACT 153 – CHILD PROTECTIVE SERVICES LAW

WRITTEN AFFIRMATION FOR VOLUNTEERS

One exception to the FBI fingerprint requirements applies to VOLUNTEERS. If the volunteer has been a PA resident for 10 years prior to application, and swears by written affirmation that he or she is not disqualified due to a conviction for any crime listed in the Child Protective Services Law (see List of Reportable Offenses), the FBI fingerprint requirement is not required. The Child Abuse and Criminal History clearances are still required.

Name: _____

Volunteer Position: _____

By checking this box, I state I have been a PA resident for the past 10 years.

By checking this box, I state I have not been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111 € or (f.1). See List of Reportable Offenses.

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction of Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date