

Delivering Extraordinary Value to Families

Steel Valley School District

District Administrative Offices

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Edward Wehrer
Superintendent

September 15, 2015

Dear Steel Valley Volunteer:

The Steel Valley School District encourages the participation of volunteers in our schools. We appreciate your assistance in all activities and events with our students. Student safety is our #1 concern. The school district has established guidelines to ensure that our students, staff and volunteers are safe.

Governor Wolf signed Act 15 into law, which amends some of the requirements for background checks for school employees and volunteers as set forth in the Child Protective Services Law. The changes were made in an attempt to clarify some of the questions agencies had after the Child Protective Services Law was changed last year.

As a volunteer you may be responsible for the welfare of a child or have direct contact with children. If this is the case, then you are required to provide updated clearances every 60 months rather than every 36 months.

You are required to submit the following clearances to the building principal:

- Report of Criminal History from the PA State Police (Act 34)
- Child Abuse History Clearance from the Department of Human Services (Act 151)
- *Verification of Volunteer* form (attached) or FBI federal criminal history clearance (Act 114)

The FBI federal criminal history clearance (fingerprinting) is not required as long as your position as a volunteer is an unpaid position, you have been a continuous resident of Pennsylvania for the last 10 years, and you sign the *Verification of Volunteer* disclaimer affirming there are no charges against you in other states that would prohibit selection as a volunteer.


If your clearances were issued prior to July 1, 2015, and are less than 60 months old, you may volunteer on these clearances for 60 months from the date of the most recent certification. If your clearances were issued prior to July 1, 2015, and are more than 60 months old, you must renew the Act 34, Act 151 and submit the *Verification of Volunteer* form or FBI federal criminal history clearance before volunteering in our schools during the 2015-2016 school year.

Clearance requirements begin July 1, 2015, and the clearances must be renewed every 60 months thereafter. Act 15 provides for a waiver of fees for the State criminal background check and child abuse clearances for volunteers. This change was intended to make it easier and less burdensome for volunteers to obtain their clearances.

Please follow the instructions on the attached "Volunteer Information Sheet" for obtaining the Act 34 clearance, Act 151 clearance, and FBI federal criminal history clearance or completion of the *Verification of Volunteer* form.

If you have any questions regarding the requirements to volunteer in our school, please contact your building principal.

Sincerely,


Edward Wehrer
Superintendent

STEEL VALLEY SCHOOL DISTRICT
Volunteer Information Sheet
2015-2016

ACT 34 – Pennsylvania Criminal History Check - *Please use the website for this clearance.*

<https://epatch.state.pa.us/Home.jsp>

The State Police clearance is available online and you will get an instant response showing “no findings,” if you do not have a record. To apply for your PA State Police Clearance (Act 34), you will need to go to the above website.

Go to “Submit a New Record Check” and follow the instructions through to the Certification Page. Once the Search Results Table appears, click on the Control Number. (*Hint: Write down the Control Number for future reference.*) When the Record Check Details page is opened, click on the **Certification Form** to access your official Clearance. The Record Check Details page is only a receipt and not acceptable as a ‘clearance.’ Print one (1) Certification Page for yourself.

Please submit your Pa Criminal Clearance to the building principal.

ACT 151 – Pennsylvania Child Abuse Clearance - *Please use the website for this clearance.*

<https://www.compass.state.pa.us/CWIS>

Go to “**Create a New Account**” and then create a Keystone ID and follow the instructions. Retrieve your system-generated temporary password from your personal email account. You will need to go back to the website <https://www.compass.state.pa.us/CWIS> and “Login” with your system-generated password. Click on “**Access my Clearances**” and put in your Keystone ID and password. You will be asked to change your current password. Then click on “**Create a Clearance Application.**” You will receive your clearance in your personal email account.

Please submit your Pa Child Abuse Clearance to the building principal.

Verification of Volunteer Form - Attachment

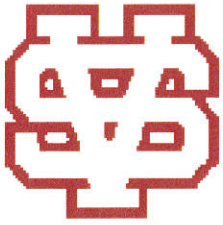
Complete the Verification of Volunteer form and return it to the building principal.

OR

ACT 114 – FBI Clearance – *Please use the website for this clearance.*

<https://www.pa.cogentid.com/index.htm>

Register with Cogent Systems through the above website. Make sure you register for the **Department of Education** FBI clearance. (Choose top box in the left column.) You will be given a registration number that will begin with “PAE.” Take the registration number and a valid photo identification to a fingerprinting site. The Allegheny Intermediate Unit, located at 475 East Waterfront Drive in Homestead, is a fingerprinting site. The hours are Monday through Friday from 9:00 a.m. to 3:30 p.m. Fingerprinting services will not be available on AIU observed holidays.



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VERIFICATION OF VOLUNTEER

I, _____, verify that I have been a continuous resident of the Commonwealth of Pennsylvania for the last ten (10) years or longer, and have never been criminally charged in any other state that would prevent me from being selected as an unpaid volunteer in the Steel Valley School District. The averments hereto set forth are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Printed Name: _____

Signature: _____

Date: _____