

Volunteer Clearances

The well-being and safety of all students are a top priority at Pennwood Middle School. Please be aware that parents who volunteer in the school, and parents who volunteer to be a field trip chaperone **must** obtain a prior background check/clearance in advance. This will be strictly enforced to comply with district policy and ensure the safety of the children. We sincerely appreciate your understanding and compliance with this policy.

PENNSBURY SCHOOL DISTRICT VOLUNTEER POLICY - [click here](#) for information about the revised district volunteer policy and required clearances that was implemented in the 2015/2016 school year.

How to Obtain Background Clearances:

1. **Act 34 Criminal Background Check:** You may obtain this online at <https://epatch.state.pa.us> Or, by printing and mailing the form located at the bottom of the page. The cost for this clearance is free after July 25th.

2. **Act 151 Child Abuse History Clearance:** You may obtain this online at <https://www.compass.state.pa.us/CWIS>. Or, by printing and mailing the form located at the bottom of the page. The cost for this clearance is free after July 25th.

3. **FBI Clearance/Fingerprinting*:** Application forms and instructions are available at <http://www.pa.cogentid.com/index.htm>. The cost of the fingerprint service is \$27. You must register prior to going to the fingerprinting location.

*A prospective volunteer is required to obtain only the Pennsylvania State criminal background and child abuse clearances, and is not required to secure the above FBI/fingerprint clearance if, and only if, the following three conditions are met:

- The prospective volunteer is applying for an unpaid position;
- The prospective volunteer has been a resident of the Commonwealth of Pennsylvania continuously for the prior ten (10) year period; and
- **The prospective volunteer swears or affirms in writing (form below) that the prospective volunteer has never been convicted of a disqualifying crime in the Commonwealth of Pennsylvania or another state, district or foreign nation, or under a former law of the Commonwealth of Pennsylvania.**

Please be aware that background/safety clearances may take four weeks or longer to obtain. If you are interested in being a chaperone, please plan accordingly and obtain your paperwork early.

NOTE: Clearances will need to be renewed every 36 months.

[Criminal Record Check - Act 34](#)

[Child Abuse History Clearance - Act 151](#)

[FBI Background Waiver Form](#)