

## **Security Clearance Information Sheet:**

Under Wilson Area School District Policy No. 1333, all parents who volunteer in the schools during school hours, even one time, must first obtain not only the Pennsylvania State Criminal Record Check and the Pennsylvania Child Abuse History Clearance, but also an FBI Federal Criminal History Record, which requires the parent to be fingerprinted. For a copy of the School District's policy, you may contact the administration office of the Wilson Area School District.

The two Pennsylvania clearances cost \$10.00 each, and the FBI clearance cost is \$27.00. The cost of these clearances will be reimbursed by the Wilson Area School District only after a parent has volunteered six times in the first year. Parents are reimbursed by the PTA, and the PTA in turn is reimbursed by the Wilson Area School District. Parents who volunteer fewer than six times in the first year will not be reimbursed. Although these costs may appear burdensome, the School District gave careful consideration to the competing policy concerns that were raised, and they concluded that these requirements provided the best balance between the goals of encouraging volunteerism and ensuring safety in the schools.

If you would like to volunteer in the school, it is a good idea to obtain all of the above clearances early, so that if something comes up on short notice, you will not be prevented from participating. Once you have obtained your clearances, you do not need to renew them each school year. However, in order to keep your clearances active, you must volunteer at least one time each school year and give written notice to the principal's office at the end of each school year that you would like for your clearances to remain active.

**After you have obtained all three of your clearances, please submit them to the school secretary in the school office. Please do not submit them separately or send them to the PTA.**

**1. Pennsylvania State Criminal Record Check** - You may obtain the Pennsylvania State Criminal Record Check from the Pennsylvania State Police online at [epatch.state.pa.us](http://epatch.state.pa.us). (You do not need to type www.) At the top, click "Record Check" and then "New Record Check." Read the terms and conditions carefully. If you submit a request with a misspelling or incorrect number, you will be charged for the request and will be required to pay again when you resubmit the request. The purpose for your request is "Education" or "Volunteer." (If you are completing the paper form, you may check "School District.") Once you have entered your credit card information and submitted your request, you will be given a confirmation number. If the system clears you immediately, you can print your certification right then. If the system cannot conclusively identify you from the information given, your request will be placed "under review" and will have to be processed manually. If that happens, it could take up to 14 days to obtain your certificate. If you have provided your email address in the "Personal Information" section, you will receive email notification when your request has been processed. If not, you may go back to the website periodically and check the status of your request using the confirmation number you were given. For further help, you may contact the Patch Help Line locally at 717-425-5545 or toll free at 1-888-QUERY (1-888-783-7972). You may also contact the State Police at 717-783-9973.

**2. Pennsylvania Child Abuse History Clearance** - There is now an option to do this online! When you click on the link, you can choose the online or paper option. If you choose the paper option, you will need to print the form from the website and mail it in to the Pennsylvania Department of Public Welfare with a money order for \$10.00. Cash and personal checks are not accepted. Your certification will be mailed to

you within fourteen days from the date on which your application is received by the agency. To obtain the form, go to [www.dhs.state.pa.us](http://www.dhs.state.pa.us). At the right side of the page, under "Most Downloaded Forms", click on "Pennsylvania Child Abuse History Clearance Forms (CV-113)." In the section for "Purpose of Clearance," check "School." You do not have to check "Volunteer" and attach a copy of your processed criminal background check. Please note: If your married name is different from your maiden name, in the section of the form labeled "Household Members", you must list your parents and siblings. For further help, you may contact the agency at 717-783-6211 and press 5.

**3. FBI Clearance and Fingerprinting** - To obtain the FBI clearance, you must first register online or over the telephone and then go to the fingerprint collection site to be fingerprinted. Registration is available over the telephone Monday through Friday, 8:00 am to 6:00 pm at 1-888-439-2486. Registration is available online 24 hours a day, 7 days a week, at [www.pa.cogentid.com](http://www.pa.cogentid.com). When registering online, at the first screen, you must click on "Pennsylvania Department of Education" and not one of the other two options listed. At the next screen, go to "Registration" on the right side of the page and click on "Register Online." At the next screen, check the dissemination disclaimer box and proceed. All demographic data (name, address, social security number, etc.) is collected during the online registration process. The cost of the clearance is \$27.00. After paying with your credit card, you will be given a registration id number and a payment receipt, which you should print out and keep in a safe place. The only official copy of your clearance will be the one maintained online. You may request a paper copy of your clearance for an additional \$2.50 at your own expense (i.e., you will not be reimbursed for it by the School District), but that copy will be strictly unofficial, and the School District will not be allowed to rely upon it as proof of your clearance. Once you have registered online, you must go to a fingerprint collection site to be fingerprinted. You must present appropriate photo identification and the computer printout that lists your registration id number. No data entry is required at the fingerprint collection site. Acceptable forms of photo identification are available at [www.pa.cogentid.com](http://www.pa.cogentid.com) under "Print Site Locations" and "What To Bring." The fingerprinting process takes only a few minutes. You may check the website for the current list of fingerprint collection sites in our area, but the closest one we know of at this time is the UPS Store in Hellertown (next to the Giant grocery store). The street address is 1866 Leithsville Road. The UPS Store is open Monday through Friday from 9:00 am to 5:00 pm and Saturday from 10:00 am to 2:00 pm. You may call the UPS Store at 610-838-8323. It is a good idea to call before you go in order to confirm that the machine is working. Once you have been fingerprinted, your clearance should be available for viewing online within two to three business days.

**Again, we ask that only after you have obtained all three of your clearances, you may submit them to the school secretary in the school office. Please do not submit them separately or send them to the PTA.**

The school secretary maintains the official list of parents who have obtained their clearances. The PTA will maintain records of parents who have volunteered at school and PTA events for purposes of obtaining reimbursement.

Please note that there are certain jobs in the school that may also require you to obtain a TB test. You may obtain that test from the school nurse. Please obtain all of your clearances well in advance of the time when you plan to volunteer.