West Allegheny School District

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Clearance Information Sheet for Volunteers

According to Act 153, as of July 1, 2015 the following clearances are required for school volunteers.
All clearances must be renewed every 60 months.
Please click on the links below to go directly to the appropriate website.

ACT 34 – Pennsylvania Criminal Record Check

Cost: Free for Volunteers

- Click on New Volunteer Record Check to begin the process.
- Upon completion of the Volunteer Record Check, the **Record Check Status Detail** is **NOT** the actual clearance. Applicants must click on the words **"Certification Form"** in the middle of the screen to view and print the actual clearance certificate.
    - ***The actual Criminal Record Check clearance should have the seal as a watermark on this form.***
- Write down the Control Number and date of submission for future reference.
- Print two copies of the Certification Pages - a copy for you and one for West Allegheny School District.

ACT 151 – Pennsylvania Child Abuse Clearance

Cost: Free for Volunteers

- You will create an Individual Account or select Individual Login.
- You will need to create your Keystone ID. Please remember what your Keystone ID, you will need this to access your results. **The District cannot look up your Keystone ID for you.**
- Complete the clearance through their website.
- You will be notified in 7-10 days that your clearance is available.
- You will need to login, using your Keystone ID, to print your clearance.
- Print two copies of the Certification Pages - a copy for you and one for West Allegheny School District.

ACT 114 – FBI Fingerprint Clearance

Cost: $27.00

The Service Code for volunteers is 1KG6ZJ. The Service Code for School District employees is 1KG6XN.

Please be sure to register under the correct code. If you register under an incorrect code, we will not be able to access the results and you will need to have your fingerprints retaken.

- Register with Identogo through the above site.
- Follow the instructions on the Identogo site to register and make an appointment to have your fingerprints taken.
- Once you have registered and had your prints scanned, please return your registration id number (UEID) to the District Office.
- Instructions for when you receive the email to get a copy of your FBI Clearance: **You should only access the link from a device that will allow you to download, print, or save your results at that time**. You may access this "unofficial" copy of the results letter securely by clicking on the link in your email and then enter the requested identifiers. **Please note this link is available only for ONE-time access only, and once accessed it will no longer be valid**.

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Act 114 – Disclosure Statement Application for Volunteers

Affirm, in writing, that you have been a Pennsylvania resident for ten (10) years prior to application, and that you are not disqualified for any crime listed in the Child Protective Services Law. This signed disclosure form must be submitted with your PA Criminal Record Check and Child Abuse History Clearance in order to be a volunteer with the District.

The Disclosure Statement must be resigned every 60 months if you wish to continue as a volunteer.

If a volunteer has not been a resident of Pennsylvania for the previous 10 years, you will need to apply for your FBI Fingerprint Clearance.

Volunteer - Frequently Asked Questions

Who needs clearances?

Beginning July 1, 2015, an adult applying for an unpaid position as a volunteer responsible for the welfare of a child or having direct contact with children.

What is the definition of child?

For purposes of clearances, a child is an individual under 18 years of age.

How is direct contact with children defined?

Direct contact with children is defined in § 6303 (relating to definitions) as the care, supervision, guidance or control of children or routine interaction with children.

Which clearances are needed?

All prospective volunteers must obtain the following clearances:

1. Report of criminal history from the Pennsylvania State Police (PSP); and
2. Child Abuse History Clearance from the Department of Human Services (Child Abuse).
3. A fingerprint based federal criminal history (FBI) if the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years.

OR

3. Volunteers who have been a continuous resident of Pennsylvania for the past 10 years are not required to obtain the FBI Clearance but must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.

When are clearances needed?
Beginning July 1, 2015, prospective volunteers must submit clearances prior to the commencement of service.

What is the renewal requirement for clearances?
Beginning July 1, 2015, all volunteers will be required to obtain clearances every 60 months. Timelines for renewed clearances are based upon the date of each individual clearance. If an individual elects to renew all clearances at the same time, the date of the oldest clearance rather than the most recent would be used. This renewal requirement does apply to the FBI Disclosure Statement in lieu of having your fingerprints taken.

Are there any other requirements?
If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the administrator or their designee with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database.

A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.

Is the person responsible for acceptance of volunteers required to keep a copy of my clearances?
Yes, pursuant to § 6344 (b.1), the employer, administrator, supervisor or other person responsible for employment decisions or acceptance of the individual to serve in any capacity requiring clearances, shall maintain copies of the required information and require the individual to produce the original documents prior to employment or acceptance to serve in any such capacity, except provisional employees for limited periods as described in § 6344.2 (f) and outlined above. An employer, administrator, supervisor or other person responsible for selection of volunteers that intentionally fails to require an applicant to submit the required clearance commits a misdemeanor of the third degree. Agencies are reminded that the child abuse history clearance information is confidential and may not be release to other individuals.

Can an agency or organization institute additional standards?
Yes, nothing prohibits an organization from requiring additional information as part of the clearance process.

Can my clearances be transferred?
Yes, any person who obtained their clearances within the previous 60 months may serve in a volunteer capacity for any program, activity or service.

As a volunteer, do I obtain my Federal Bureau of Investigation Criminal History check through the Department of Education or the Department of Human Services?
The applicant would apply for their FBI clearance through the Department of Education. If the applicant intends to volunteer with children in any other capacity outside of a school setting or function, such as a group home for children, in a church, as a Little League or soccer coach, etc., they would apply for their FBI clearance through the Department of Human Services.