

School Volunteer Clearances

In order to volunteer in your child's school, classroom, or chaperoning field trips with children that are not supervised by a school staff member, you will need to provide copies of all three clearances. The following information must be obtained and copies must be submitted to the school's main office. **Please allow up to 6-8 weeks for clearances to be obtained.** If there is a financial hardship, please contact the main office of the school. Information & links can also be found on the district website.



Step 1: Act 34 PA State Criminal Clearance (SP4 164A)—FEE WAIVED FOR VOLUNTEERS

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

- Follow the instructions for “New Record Check” (yellow button)
- The “Reason for Request” is “Volunteer”
- Fill out all your personal information
- You will get an instant response and will need to print at least 2 copies of the form:
 - 1 copy gets attached to your Child Abuse Application
 - 1 copy get turned in to Hillsdale Elementary

Step 2: Act 151 Pennsylvania Child Abuse History Certification (CY113)

http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf

- Use the link above and check “Volunteer having direct volunteer contact with children”
- Fill out all your personal information
- Certifications for the purpose of “volunteer having direct volunteer contact with children” may be obtained free of charge once every 57 months...if not, the fee will be \$8.
- Certification results will be mailed to you within 14 days from the date the certification application is received at the ChildLine and Abuse Registry.
 - 1 copy gets turned in to Hillsdale Elementary

Step 3: Act 114 - Federal Criminal History Check

https://www.pa.cogentid.com/index_pdeNew.htm

- Follow above link and click on “Register Online”
- Follow the prompts that take you to the “Applicant Registration for Department of Education” and complete all personal information
- Reason Fingerprinted – “School Districts”
- You will need a credit card and it costs \$25.75
- Print out your Registration ID, you will need that number when you go for your fingerprints
- Locate a Fingerprint Location: * UPS Store 929 S. High Street
* CCIU 455 Boot Rd. Downingtown
- Once you do your fingerprints you will receive a response in the mail within a week
 - 1 copy gets turned in to Hillsdale Elementary

You must have all 3 Clearances in order to submit them to the Hillsdale Main Office.