

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.