

# Volunteering for PPS

## *Updates to Volunteer Clearance Policy*

### **VOLUNTEERING FOR THE FIRST TIME AT PPS?**

In accordance with changes to the State law, the District has adopted changes to the current Volunteer Clearance Policy. These new requirements are in effect for all volunteers. **Prior to volunteering in a school or on a school trip, a volunteer must complete and submit the following to their child's school.**

- **Intake Form** for Volunteers
- **PA State Criminal History Report** (obtained online; Cost: FREE)
  - <https://epatch.state.pa.us/Home.jsp>
- **Child Abuse Certification** (obtained online; Cost: FREE)
  - <https://www.compass.state.pa.us/CWIS>
- The **FBI Criminal History Report** (fingerprinting required – apply online FBI report access code will be provided; Cost: \$27.50)
  - [https://www.pa.cogentid.com/index\\_pdeNew.htm](https://www.pa.cogentid.com/index_pdeNew.htm)
  - For immigrants who do not have a Social Security Number; use your Visa number in place of the Social Security Number when applying for your fingerprints via the Cogent System.
  - If the FBI Criminal history Report is more than 1 year old, PDE Form 6004 Arrest Conviction Report must be submitted with the FBI Results.
- **Signed PA Resident Form AND Waiver Request, in lieu of the FBI Criminal History Report** (if you have lived in PA for 10 consecutive years).

### **ALREADY A VOLUNTEER AT PPS?**

If a parent or community member was cleared for volunteering prior to the changes in the law; they must submit their FBI Criminal History Report or PA Resident form and Waiver Request to your school or the Title Programs Office in order to be eligible to volunteer for future events.

### **HAVE QUESTIONS?**

If you have questions, please see your school's secretary or FACE coordinator. They can help you determine if you have all of the appropriate documentation to volunteer.

