

**120 North Chancellor Street, Newtown, PA  18940**

215-357-2332

Outlined below are the directions for obtaining the clearances. All of the clearances must be obtained online. We apologize for any confusion or inconvenience this process causes. Please know that your volunteering will greatly benefit the students of Council Rock

**Clearances that must be obtained:**

**PA State Police Criminal Record Check – Required of all volunteers:** <https://epatch.state.pa.us/Home.jsp> Completed online, instantly available to print, save and/or provide electronically. Choose volunteer when completing the form. This clearance is free for volunteers.

**PA Child Abuse History Certification - Required of all volunteers. Please create an INDIVIDUAL account.** <https://www.compass.state.pa.us/cwis/public/home>. Choose volunteer when completing the form. This clearance is free for volunteers.

Completed online and will be mailed and emailed to you within 14 days.

**Federal (FBI) Criminal History Record Check (Fingerprinting) - *Waived for some volunteers – see “b” below*.** <https://www.pa.cogentid.com/index_pde.htm>

**a.** Volunteers who have **not** resided within PA for the past **10 consecutive years must complete the FBI fingerprinting record check.** *This is a* ***2***‐ ***STEP*** *process*:

**(1)** Register and pay online ($27.00) and schedule your fingerprinting appointment. Print the registration receipt with the PAE number. This receipt must be provided to Human Resources. *(If you need this clearance, the school district will pay the fee. However, we are in the process of developing a system for doing so. Once the system is in place, volunteers will be contacted. If you choose to pay for the clearance on your own, the District* **will not** *be able to reimburse you the fee.)*

**(2)** Visit a fingerprinting site to have your fingerprints scanned and submitted electronically. A fingerprinting site nearby is: **The UPS Store #4908** 352 2nd Street Pike, Southampton, PA 18966

**b.** Volunteers are **exempt** from the fingerprinting check ***if they meet both of the following requirements:***

Have resided within Pennsylvania for the past **10 consecutive years**; **AND Complete and return the notarized Volunteer Affidavit (attached)**. The form can be notarized at our District office. Please call or email Mrs. Pat Waters at 215-944-1000 pwaters@crad.org to schedule an appointment.

Volunteers may submit their completed clearances to Ms. Patricia Waters in the HR Office.  Clearances can be submitted in any of the following ways:

* 1. Hand deliver original clearances to Ms. Waters between the hours of 8:00am – 4:30pm Monday through Friday.
	2. Send original clearances via US mail to Ms. Waters at Chancellor Center, 30 North Chancellor Street, Newtown, PA 18940.

Human Resources will furnish the new volunteer with an **Authorization to Begin Volunteer Work** when all clearances are satisfactorily completed.

Volunteers will receive an authorization to obtain a CRSD volunteer ID badge.

Should you have any questions about the clearance procedure, please contact Mr. Sam Smith at 215-944-2000 ssmith@crsd.org or Mrs. Pat Waters at 215-944-1000 pwaters@crad.org.