



# FAIRFIELD AREA SCHOOL DISTRICT

4840 Fairfield Road, Fairfield, PA 17320

www.fairfieldpaschools.org

Karen C. Kugler  
Superintendent  
kuglerk@fairfield.k12.pa.us

(717) 642-8228  
Fax (717) 642-2045

January 24, 2018

RE: School Volunteer Policy (including volunteer athletic coach)

To all those impacted;

The School District has enhanced our volunteer policy in order to improve the health and safety of our students. The new volunteer policy makes improvements by communicating the process for how to become a volunteer, how background clearance decisions are made, a required TB test, confidentiality and scope of work expectations for volunteers, and even a procedure for how an individual may communicate to the Principal an objection to a volunteer. There will also be a system of reporting volunteer time so the District can express our end of year appreciation.

The policy and procedure is available *here*, at the Administration office, and at each school office.

**New volunteers** need to:

1. Pick up the packet at the athletic office or school you intend to volunteer with and complete all forms including the background clearance applications. Volunteers are responsible to obtain their own clearance results.
2. Forms can be complete online or by mail - volunteer clearances are free if you have not received free clearances within the past five years & are good for five years.
3. Obtain a TB test and submit clearance results to the Administration office.

When the background clearances and TB results have been returned to the Administration office, the volunteer applicant will be notified in writing by the Superintendent for permission to begin volunteering.

Thank you,

Karen C. Kugler  
Superintendent



*Students First*

Fairfield Area School District

**VOLUNTEER REGISTRATION FORM / DISCLOSURE SHEET**

In accordance with **Policy 916**, all volunteers must have a registration form/disclosure sheet on file in the Fairfield Area School District Central Office.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Are you a parent of a current FASD student?

Student's Name(s) \_\_\_\_\_ Building \_\_\_\_\_  
\_\_\_\_\_

**Area of Interest** (check all that apply)

- Classroom / Building       District Athletic Coach       Chaperone  
 Other (Where? Please describe)

Name of employee/teacher you will be working with (if applicable) \_\_\_\_\_

As a school volunteer you may become aware of information about a student and their family which is confidential. This can include grades, performance, skill levels and other information shared in the classroom. It is imperative that this information remain strictly confidential. Discuss student behavior and/or progress **ONLY** with the teacher.

*I agree that confidentiality of student information is critical and I shall protect such information should I become aware of it.*

*I have received and reviewed a copy of the Fairfield Area School District Volunteer Policy. I understand the procedures and responsibilities as a volunteer and I agree to abide by them.*

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date Approved

Approved: August 24, 2015

**EMERGENCY INFORMATION FOR VOLUNTEERS**

Print Name \_\_\_\_\_

Birthdate \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Physician Preference \_\_\_\_\_ Physician's Phone \_\_\_\_\_

Special Health Problems /Allergies/Medications we should know about, i.e. bee stings, diabetes, etc. \_\_\_\_\_

*In the event that I need emergency treatment requiring ambulance service and/or medical care, you have my permission to seek help as listed above or nearest MD/DO or ambulance/ hospital available. I will assume responsibility for fees incurred by such an emergency (via my medical insurance if applicable).*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved: August 24, 2015

# FAIRFIELD AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED:

REVISED: August 24, 2015

916. VOLUNTEERS	
1. Purpose	The Board recognizes that community volunteers can make valuable contributions to the educational, athletic, and extracurricular program. The use of community volunteers is endorsed and encouraged by the Board, subject to legal requirements and administrative procedures.
2. Authority	<p>The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff.</p> <p>Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right, but rather a privilege conferred by the Board and administration. As such, any volunteer position may be eliminated at any time for any reason or no reason. Also, any volunteer may be removed from a volunteer position for any reason or no reason.</p>
3. Definitions	<p><b>Assistive Volunteer</b> – any individual who voluntarily provides services to the school district, without compensation, and who: 1) works directly under the supervision and direction of a teacher or administrator employed by the district (therefore never has unsupervised contact with children); and 2) does not provide direct services to students, as defined as “the care, supervision, guidance or control of children or routine interaction with children.” Examples of assistive volunteers include, but are not limited to: homeroom parents/guardians, individuals who volunteer to assist in the planning or conducting of classroom celebrations, concert/performance ushers, and individuals, who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activities.</p> <p><b>Independent Volunteer/Coach</b> – An adult individual in an uncompensated position with a program, activity or service who is individually responsible for the welfare of one or more children and has direct contact with children. Direct contact is defined as “the care, supervision, guidance or control of children or routine interaction with children.” Examples of independent volunteers include, but are not limited to: volunteer tutors, volunteer sports coaches and individuals who volunteer to provide counseling or health-related services to students.</p>



916. VOLUNTEERS

<p>5. Delegation of Responsibility</p>	<p>Independent Volunteers/Coaches must provide the following to the human resource department:</p> <ol style="list-style-type: none"><li>1. A completed volunteer School Volunteer Disclosure Statement (Form 916) and the Emergency Information Sheet;</li><li>2. Negative tuberculosis test results;</li><li>3. A current (less than 1 year old) Act 34 (Criminal Background Check)\ Pennsylvania State Police Criminal Record Clearance.</li><li>4. A current (less than 1 years old) Act 151 (Child Abuse History) Pennsylvania Child Abuse History Clearance.</li></ol> <p>A current (less than 1 year old) Federal Bureau of Investigation Criminal History Clearance, which is not required if the volunteer has been a resident of PA for the entirety of the previous 10 years and completes a volunteer verification form;</p> <p>The cost to procure the State Police Criminal Record Check, the Child Abuse History Clearance Check, and the Federal Bureau of Investigation Criminal Background Check, shall be the responsibility of the volunteer candidate.</p> <p>There is no cost to the volunteer for the State Police Criminal Record Check or the Child Abuse History Clearance. However, the cost to procure the Federal Bureau of Investigation Criminal Background Check shall be the responsibility of the volunteer candidate.</p> <p>A volunteer will exhibit interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering, a contribution will be made to the learning process.</p> <ol style="list-style-type: none"><li>1. Professional staff in each building that use volunteers in any capacity will be responsible for orienting the volunteers to perform the specific duties associated with their assignments.</li><li>2. The building administrator or designee will assume general authority and responsibility over all volunteers serving at the site.</li><li>3. Volunteers will meet any standards that may be established by federal, state, or local government, or by the Board or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer will adhere to all rules, regulations and administrative guidelines governing the conduct of the district's professional employees.</li></ol>
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## 916. VOLUNTEERS

4. Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of emergency.

5. The volunteer will sign the district's School Volunteer Disclosure Statement acknowledging the receipt and review of this policy.

6. A paid or unpaid individual who is an integral part of a regularly scheduled program, activity or services who accepts responsibility for a child is a mandated reporter of child abuse.

A district volunteer who has contact with a child through a regularly scheduled program, activity or service is required by law to report suspected child abuse pursuant to Policy 806.

### Exemptions

Volunteers exempted from the mandated reporter training would include members of Booster and parent organizations that are exclusively involved in fundraising efforts that do not involve in-school work.

### Transportation

Volunteers who transport students in personal vehicles are not covered by insurance provided by the school district. Insurance coverage in this situation is through the volunteer's own insurance carrier. Prior to any volunteer assuming the responsibility of transporting a student, parent/guardian permission must be acquired through school district processes. Such permission may not be garnered through mutual consent between volunteer and parent/guardian. If a parent/guardian does grant permission for such transportation arrangement through district processes, the volunteer will sign a school district form regarding the assumption of such risk.

### Insurance Coverage

The District carries liability coverage which extends to volunteers while acting within the scope of their assigned duties on behalf of the district, subject to standard insurance policy limitations, except as stated above.

**FAIRFIELD AREA SCHOOL DISTRICT  
VOLUNTEERS – ADMINISTRATIVE REGULATIONS**

**916 -AR. VOLUNTEERS**

All parents/guardians, community members and other individuals wishing to serve as a volunteer to assist and supplement regular district staff are required by Fairfield Area School District Policy 916 to have proper paperwork on file in the Administration Office. This includes any volunteer who will direct care, control, or supervision with students such as helping in the classroom or chaperoning a field trip.

- I. All volunteers must provide copies of the following forms to the Human Resource Department:
1. Complete a volunteer disclosure sheet. (Form 916) and the Emergency Information Sheet.
  2. Submit negative tuberculosis test results.
  3. Submit a current (less than 1 years old) Act 34 Pennsylvania State Policy Criminal Record Clearance.
  4. Submit a current (less than 1 years old) Act 151 Pennsylvania Child Abuse History Clearance.
  5. Submit a current (less than 1 years old) Federal Bureau of Investigation Criminal History Clearance, which is not required if the volunteer has been a resident of PA for the entirety of the previous 10 years and completes a volunteer verification form.

- II. Distribution of materials for registering as a Volunteer:

The following materials will be made available for volunteers in the Administration Building, at the individual buildings or can be obtained from the District website.

1. Volunteer Information and Instructions
2. Volunteer Registration Disclosure Sheet
3. Emergency Information for Volunteers
4. Required Clearance Forms
5. Volunteer Verification

- III. Handling of Volunteer Records:

All volunteer records will be considered confidential information and will be filed in the Administration Building.

A database of volunteers available for assignment will be kept current and made available to all buildings.

Records of successful tuberculosis screening will be maintained.



IV. Enforcement of Policy:

Building principals and secretaries will be responsible for maintaining enforcement of the policy, by checking the database to make sure that all active volunteers have complied with the policy. Volunteers may not be called into service who are not registered in the database.

V. Training and Supervision of Volunteers:

Proper orientation, training and supervision of volunteers will be the responsibility of the building principal, program coordinator or other staff so designated by the principal or program coordinator. Care should be taken to familiarize volunteers with the building in which they are working, including such issues as parking, restroom facilities and appropriate space for a break.

VI. Recognition of Volunteers:

Recognition of volunteer efforts will be the responsibility of each building principal or program coordinator.

VII. Student Volunteers:

District high school students who are 18 or over, assisting with school district programs and events, are only required to submit Form 6004 for clearance. The teacher, coach or other school employee in charge of the event is responsible for the completion and validation of the clearance form.

Approved: August 24, 2015

# PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

Type or print clearly in ink. If obtaining this certification for non-volunteer purposes or if, as a volunteer having contact with children, you have obtained a certification free of charge within the previous 57 months, enclose an \$8.00 money order or check payable to the PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES or a payment authorization code provided by your organization. **DO NOT send cash.**

Certifications for the purpose of "volunteer having contact with children" may be obtained free of charge once every 57 months.

Send to CHILDLINE AND ABUSE REGISTRY, PA DEPARTMENT OF HUMAN SERVICES, P.O. BOX 8170 HARRISBURG, PA 17105-8170.

**APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT THE CORRECT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211, OR (TOLL FREE) 1-877-371-5422.**

## PURPOSE OF CERTIFICATION (Check one box only)

- |   |   |
|---|---|
| <input type="checkbox"/> Foster parent<br><input type="checkbox"/> Prospective adoptive parent<br><input type="checkbox"/> Employee of child care services<br><input type="checkbox"/> School employee governed by the Public School Code<br><input type="checkbox"/> School employee not governed by the Public School Code<br><input type="checkbox"/> Self-employed provider of child-care services in a family child-care home<br><input type="checkbox"/> An individual 14 years of age or older applying for or holding a paid position as an employee<br><input type="checkbox"/> An individual seeking to provide child-care services under contract with a child care facility or program<br><input type="checkbox"/> An individual 18 years or older who resides in the home of a foster parent, licensed child-care home, family living home, community home for individuals with an intellectual disability, or host home for children for at least 30 days in a calendar year<br><input type="checkbox"/> An individual 18 years or older who resides in the home of a prospective adoptive parent for at least 30 days in a calendar year | <input type="checkbox"/> Volunteer having contact with children<br>If purpose is volunteer having contact with children, choose SUB PURPOSE:<br><input type="checkbox"/> Big Brother/Big Sister and/or affiliate<br><input type="checkbox"/> Domestic violence shelter and/or affiliate<br><input type="checkbox"/> Rape crisis center and/or affiliate<br><input type="checkbox"/> Other: _____<br><br><input type="checkbox"/> PA Department of Human Services Employment & Training Program participant (signature required below) |
|---|---|

\_\_\_\_\_  
SIGNATURE OF OIM/CAO REPRESENTATIVE

\_\_\_\_\_  
OIM/CAO PHONE NUMBER

AGENCY/ORGANIZATION NAME:

PAYMENT AUTHORIZATION CODE, IF APPLICABLE

Consent/Release of Information Authorization form is attached. Applicant must fill in the "Other Address" sections. By completing the other address sections, you are agreeing that the organization will have access to the status and outcome of your certification application.

## APPLICANT DEMOGRAPHIC INFORMATION (DO NOT USE INITIALS)

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
SOCIAL SECURITY NUMBER	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not reported	DATE OF BIRTH (MM/DD/YYYY)	AGE

Disclosure of your Social Security number is voluntary. It is sought under 23 Pa C.S. §§ 6336(a)(1) (relating to information in statewide database), 6344 (relating to employees having contact with children, adoptive and foster parents), 6344.1 (relating to information relating to certified or licensed child-care home residents), and 6344.2 (relating to volunteers having contact with children). The department will use your Social Security number to search the statewide database to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

HOME ADDRESS	MAILING ADDRESS (if different from home address)	OTHER ADDRESS (if Consent/Release of Information Authorization form is attached)
ADDRESS LINE 1	ADDRESS LINE 1	ADDRESS LINE 1
ADDRESS LINE 2	ADDRESS LINE 2	ADDRESS LINE 2
CITY	CITY	CITY
COUNTY	COUNTY	COUNTY
STATE/REGION/PROVINCE	STATE/REGION/PROVINCE	STATE/REGION/PROVINCE
ZIP/POSTAL CODE	ZIP/POSTAL CODE	ZIP/POSTAL CODE
COUNTRY	COUNTRY	COUNTRY
<input type="checkbox"/> Different mailing address	ATTENTION	ATTENTION

## CONTACT INFORMATION

HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER	MOBILE TELEPHONE NUMBER
EMAIL (By submitting an email contact, you are agreeing to ChildLine contacting you at this address )		

# PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

PREVIOUS NAMES USED SINCE 1975 (Include maiden name, nickname and aliases.)			
First	Middle	Last	Suffix
1.			
2.			
3.			
4.			
5.			

PREVIOUS ADDRESSES SINCE 1975 (Please list all addresses since 1975, partial address acceptable; attach additional pages if necessary.)
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

HOUSEHOLD MEMBERS (Please list everyone who lived with you at any time since 1975 to present. Please include parent, guardian or the person(s) who raised you; attach additional pages as necessary.)			
Name (First, Middle, Last)	Relationship	Present Age	Gender
1.	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> person(s) who raised you		
2.	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> person(s) who raised you		
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

I affirm that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code). If I selected volunteer, I understand that I can only use the certificate for volunteer purposes.

APPLICANT'S SIGNATURE

DATE

### CHILDLINE USE ONLY

DATE RECEIVED BY CHILDLINE	SUFFICIENT PAYMENT INFORMATION RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> VALID PAYMENT AUTHORIZATION CODE <input type="checkbox"/> WAIVED (supervisor initials) _____	CERTIFICATION ID #
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# PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE - ACT 151

Fairfield Area School District  
4840 Fairfield Road  
Fairfield, PA 17320  
(717) 642-8228

## \*Electronic Submission

The Pennsylvania Child Abuse History Clearance can now be submitted and paid for online through the **Child Welfare Information Solution (CWIS) self-service portal**. The cost \$8.00.

In order to submit your application online, you will first need to establish a **KEYSTONE ID**.

• Access the self-service portal at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) or you can also access the portal using a link provided under "CLEARANCES" on the Pennsylvania government website, [www.KeepKidsSafe.pa.gov](http://www.KeepKidsSafe.pa.gov)

- In the Child Welfare Portal window, click "CREATE A NEW ACCOUNT"
- You will be presented with a welcome page. Please read and then scroll down and click "NEXT"
- Complete all fields requested. You will also be asked to set-up 3 security questions and answers that will be used in the event that you forget your password.
- Click "FINISH"

You will then receive two e-mails; (1) confirmation of the Keystone ID that you selected, and (2) one that contains your temporary password. Upon receipt, return to the self-service portal at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) and in the Child Welfare Portal window, click "LOGIN." You will be asked to enter your Keystone ID and temporary password. You will then be prompted to set-up a new password.

Once you have your Keystone ID and password created, please refer to the following instructions to assist you with the electronic submission of your child abuse application:

- Access the self-service portal at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) using your Keystone ID and password
- Click "CREATE CLEARANCE APPLICATION"
- Read the Getting Started information page and then click "BEGIN"
- Select appropriate APPLICATION PURPOSE - **ALL employees, prospective employees, AND volunteers must select "SCHOOL EMPLOYMENT"**
- Click "NEXT"
- Enter APPLICANT INFORMATION; click "NEXT" once complete enter all required fields; this includes providing previous names/nicknames and contact information
- Enter CURRENT ADDRESS; click "NEXT" once complete - Please note, electronic results of this clearance will be available through your PA Child Abuse History Clearance Account however, you are also given the option of receiving a paper version of your clearance certificate.
- Enter all PREVIOUS ADDRESSES since 1975; click "NEXT" once complete
- Enter HOUSEHOLD MEMBERS with whom you have lived with since 1975; click "NEXT" once complete
- You will be provided with an APPLICATION SUMMARY. Carefully review the information you entered and edit if necessary; click "NEXT" once complete
- Complete the e-SIGNATURE; click "NEXT" once complete

You will then be presented with the "APPLICATION PAYMENT" page. Answer "NO" to the question about being provided with a payment code.

- Click "SUBMIT APPLICATION"
- You will be asked to supply your credit/debit card information; click "PAY NOW" once complete
- You will be taken to a stop-over page entitled "PAYMENT COMPLETED." **Your application has not been submitted yet. You must click on "FINALIZE AND SUBMIT APPLICATION"**

- You have successfully completed the process if you receive a "SUBMISSION CONFIRMATION" page
  - Make sure you click "LOGOUT" when you are ready to leave the website
- You will receive two e-mails (if you provided an e-mail address during your application submission). The first e-mail will confirm that your application was successfully received. The second e-mail is notification that your application was processed and your results are ready to be viewed.

To review your results electronically, access the self-service portal at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) . Log in using your Keystone ID and password. As you scroll down the page, you will see your e-Clearance ID number and below that, a green icon stating that "Your Application Has Been Processed." Click where indicated to access your paper certificate. Print out two copies: one to submit to Human Resources and the other for your records. By law, Human Resources CANNOT provide a copy of the clearance results to the applicant.

## \*Paper Submission

The Pennsylvania Child Abuse History Clearance form can be found on the Pennsylvania government website, [www.KeepKidsSafe.pa.gov](http://www.KeepKidsSafe.pa.gov). (There is also a link to this website on the Department of Human Services (formerly the Department of Public Welfare) homepage, [www.dhs.state.pa.us](http://www.dhs.state.pa.us) .) Complete the following steps in order to retrieve the required form:

- On the left-hand side of the homepage, click "DOWNLOAD THE PA CHILD ABUSE HISTORY CLEARANCE FORM"
- Go to page 3 of the form, "Directions to Complete the Pennsylvania Child Abuse History Clearance Application." Only Section 1, or the first page of the application, must be completed. Page 2 is for the Department of Human Services (DHS) use only.

Please note that for ALL employees, prospective school employees AND volunteers, the School Employee box should be checked under the "Purpose of Clearance" item on the application. Remember to enclose an \$8.00 money order, payable to: DEPARTMENT OF PUBLIC WELFARE, for each application. No cash or personal checks are accepted. Agency or business checks are acceptable. Do not send any postage paid return envelopes.

Mail application to: **CHILDLINE AND ABUSE REGISTRY  
DEPARTMENT OF PUBLIC WELFARE  
P.O. BOX 8170  
HARRISBURG, PA 17105-8170**

Clearance results will be mailed directly to you and not the District. You must bring the original clearance results in to the Human Resources Department for review. A copy will be made and the original returned to you for your records.

**PENNSYLVANIA STATE POLICE  
REQUEST FOR CRIMINAL RECORD CHECK**

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.  
Warning: A person commits a misdemeanor of the third degree if he/she makes a written false statement, which he/she does not believe to be true.

**TRY OUR WEBSITE FOR A QUICKER RESPONSE**  
<https://epatch.state.pa.us>

NAME/ REQUESTER	
ADDRESS	
CITY/STATE/ ZIP CODE	

<b>FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER</b>
<b>AFTER COMPLETION MAIL TO:</b> PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – 164 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758  Local Number 717-425-5546 1-888-QUERYPA (1-888-783-7972)
<b>DO NOT SEND CASH OR PERSONAL CHECK</b>
<b>CHECK ONE BLOCK</b>
<input type="checkbox"/> INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE
<input type="checkbox"/> FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

NAME/SUBJECT OF RECORD CHECK (FIRST)			(MIDDLE)			(LAST)				
MAIDEN NAME AND/OR ALIASES			SOCIAL SECURITY NUMBER			DATE OF BIRTH (MM/DD/YYYY)		SEX	RACE	

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only

**REASON FOR REQUEST: All requests \$10.00**  
**\*\*\*MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA \*\*\***  
 <<<<<<CHECK BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST>>>>>>

**INTERNATIONAL ADOPTION** - INTERNATIONAL ADOPTION MUST BE NOTARIZED.

<input type="checkbox"/> ADOPTION (DOMESTIC)	<input type="checkbox"/> EMPLOYMENT/SCREENING	<input type="checkbox"/> PASSPORT
<input type="checkbox"/> ATTORNEY	<input type="checkbox"/> FOSTER CARE	<input type="checkbox"/> PRIVATE INVESTIGATIONS
<input type="checkbox"/> BANKING	<input type="checkbox"/> HEALTHCARE	<input type="checkbox"/> SOCIAL SERVICES
<input type="checkbox"/> BAR ASSOCIATION	<input type="checkbox"/> HOUSING	<input type="checkbox"/> TENANT CHECK
<input type="checkbox"/> CHURCH	<input type="checkbox"/> INSURANCE LICENSE	<input type="checkbox"/> VISA
<input type="checkbox"/> CHILD CARE	<input type="checkbox"/> MENTAL HEALTH	<input type="checkbox"/> VOLUNTEER AMBULANCE/FIREFIGHTER
<input type="checkbox"/> EDUCATION	<input type="checkbox"/> NURSE AID TRAINING	<input type="checkbox"/> VOLUNTEER
<input type="checkbox"/> ELDER CARE	<input type="checkbox"/> OTHER _____	
<input type="checkbox"/> EMERGENCY MANAGEMENT		

**ACCESS & REVIEW** - (NOT FOR EMPLOYMENT PURPOSES. MUST BE MAILED INTO THE CENTRAL REPOSITORY.)  
 AVAILABLE ONLY TO SUBJECT OF RECORD OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT ATTACHED FOR THE PURPOSE OF REVIEWING YOUR CRIMINAL HISTORY.

## PENNSYLVANIA CRIMINAL HISTORY CHECK – ACT 34

Fairfield Area School District

4840 Fairfield Road

Fairfield, PA 17320

(717) 642-8228

### \* Electronic Submission

- Access the PATCH website <https://epatch.state.pa.us> - 24 hours/day, 7 days/week
- The applicant will pay a fee of \$22.00 for the background check. When using the website, you must use a credit card to pay this fee. If you do not have a credit card, you will need to submit your application via the paper form (see "Paper Submission")
- From the homepage, click on "Submit a New Record Check" under **Credit Card Users**
- Next, you will be presented with the Terms and Conditions for the Use of PATCH. Read carefully and click "Accept."
- Continue through the application process by completing the requested fields (note: under REASON FOR REQUEST, select "Employment")
- On the Record Check Results page, click on the Control # listed. This will take you to the Record Check Details page. Click on "Certification Form" on the Record Check Details page to access a printable certificate validating that a record check was conducted for the named individual (you). Please write down the Control Number and the Request Date. This information, along with a copy of the Certification Form, should be provided to the Human Resources Department in order to validate the results. Make sure you keep a copy for yourself. By law, Human Resources CANNOT provide a copy of the clearance results to the applicant.
- Once this background check has been requested, one of the following possible responses will be immediately received:
  - “NO RECORD” – indicates that there is no criminal history information contained in the files of the Pennsylvania State Police Central Repository. **THE CERTIFICATION FORM/SCREEN FOR “NO RECORD” SHOULD BE PRINTED AND USED AS THE ORIGINAL.** This will need to be returned to Human Resources. A copy will be made for your file and the original returned to you.
  - “PENDING” – indicates that a response did not come back quick enough. If this is the response received, please check the status at a later time.
  - “REQUEST UNDER REVIEW” – indicates that the user must periodically check back to determine that final status which would be either “NO RECORD” or “RECORD”
- All “RECORD” status responses will be mailed to the address provided by the applicant and this document must be provided to Human Resources. A copy will be made for your file and the original returned to you.

## \* PAPER SUBMISSION

- Request form SP4-164 from Human Resources or from the Pennsylvania State Police website: [www.psp.pa.gov](http://www.psp.pa.gov) (scroll down and click on "Request a Criminal History Record" under PSP SERVICES)
- Form must be completed in ink. Include your name, address, and telephone number as the Requester. Do not use the name or address of the District as the Requester.
- At the top right of the form (across from address field) under CHECK ONE BLOCK, check the box for "Individual/Noncriminal Justice Agency"
- Under the REASON FOR REQUEST section, check the box for "Employment/Screening"
- Enclose a certified check or money order for \$22.00, payable to the "COMMONWEALTH OF PENNSYLVANIA." NO cash or personal checks will be accepted.
- Mail application to: **Pennsylvania State Police Central Repository-164**  
**1800 Elmerton Avenue**  
**Harrisburg, PA 17110-9758**
- The State Police will process the applications as they arrive. The State Police will return the Criminal Record Check to the applicant by mail within approximately 4 weeks. To inquire on the status of your Criminal Record Check, call 1-888-QUERYPA (1-888-783-7972).
- The original background check results need to be submitted to FASD. The original will be reviewed, a copy will be made for your personnel file, and the original returned to you.



**FAIRFIELD AREA SCHOOL DISTRICT**

**Time Reporting Form for Volunteers**

Date	Time In	Time Out	Hours Worked	Program/Activity	Supervisor/Teacher Signature

(I CERTIFY THAT THE HOURS VOLUNTEERED BY ME ARE TRUE.)

**Volunteer Name (Printed)**

**Volunteer Signature**

**Date**

\*\*\*This completed form should be returned to the Administration Office in order to document annual volunteer activity.