

CHILD ABUSE CLEARANCE INSTRUCTIONS for WORKING WITH STUDENTS

This communication is to inform you of a major change to the way parents will be able to continue supporting our music program as a chaperone continuing in the 2016-17 school year.

With the passage of recent legislation pertaining to child abuse clearances, it has been communicated to me that ALL **parent chaperones** will be REQUIRED to attain clearances through the agencies listed below in order to assist in weekly travel to football games, occasional parades, and bi-annual overnight music trips (next year is a trip year).

What about if I don't usually chaperone and only work as a volunteer in the concession stand? You don't need clearances! You're good to work in the stand.

While the district administration and the music directors realize this becomes an additional financial burden on you, it is absolutely necessary that we comply with commonwealth law in this matter. I'm certain you've read about this new requirement in the media, and of the huge backlog that is being created in Harrisburg by the tremendous increase in clearance requests for this very reason.

In total, all three clearances will cost \$27.00/person. The clearances must be renewed every five years. Upon receipt, they must be submitted to our superintendent's office where copies will be made of your originals and placed in our files. Your originals will be returned to you for use with other groups outside of our school that may require clearances (many places including churches and league teams are moving in this direction also).

You must be certain that the finger printing is done at an approved COGENT ID location, and you **MUST** have the Pennsylvania Department of Education fingerprinting done. *No other agency fingerprinting will be accepted.*

*** We realize that this potentially adds a level of difficulty to being an involved parent; and for families with students having less than 3 years remaining, this is most inconvenient. But please do not allow this new law to prevent you from giving your time, talents and passion in supporting your child in music. We are very blessed to have a LARGE music program in our little school district. It is a source of pride for our kids, our school, and our community. That has not happened by accident, but through many years of dedication from students, previous and current directors/staff, and PARENT VOLUNTEERS like you! We must not allow good intentioned legislation designed to protect kids unintentionally erode our valuable music association; specifically, the SAFETY that is created by having extra eyes and hands by parents at football games and parades. There is much to be done, and our tiny music staff cannot do it alone. Parents are encouraged to consider attaining their clearances and continue to give their time and get involved. ***

Below you will find links to the three locations from where you must secure your clearances.

CLEARANCE INFORMATION

Act 34 (PA State Police Criminal History Record Check) - *FREE*

Submit a request online at the PA State Police website at <https://epatch.state.pa.us/Home.jsp> or submit a paper application directly to the PA State Police Central Registry. **Select EDUCATION** as the purpose for the background check. A paper application can be downloaded at http://www.portal.state.pa.us/portal/server.pt/document/1360908/sp_4-164.pdf. Report shall be no more than 1-year-old. The original report or certification form must be presented to the school district prior to working as a volunteer parent.

Act 151 (PA Child Abuse History Clearance) - *FREE*

Submit a request online at <https://www.compass.state.pa.us/CWIS> or submit paper application directly to the ChildLine and Abuse Registry, PA Department of Human Services. **Select SCHOOL EMPLOYEE** as the purpose for the background check. A paper application can be downloaded at http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf. Report shall be no more than 1-year-old. The original report or certification form must be presented to the school district prior to working as a volunteer parent

Act 114 (FBI Criminal History Record) - \$27

Information and registration is available at www.pa.cogentid.com or you may contact the school district for further information. **IMPORTANT:** You must select the Department of Education option to register for a background check that is valid for school employment. Report shall be no more than 1-year-old. The original report or certification form must be presented to the school district prior to working as a volunteer parent

NEAREST LOCATIONS FOR FINGERPRINTING

The UPS Store 2878
Carlisle, PA
Cumberland County

University Store
Bloomsburg, PA
Columbia County

The UPS Store 0698
Mechanicsburg, PA
Cumberland County

Family Financial Centers
Harrisburg, PA
Dauphin County

The UPS Store 5918
Lewisburg, PA
Union County