

SCHOOL DISTRICT
OF PITTSBURGHADMINISTRATIVE
REGULATION

SCHOOL VOLUNTEER CLEARANCE PROCEDURES

Policy

All school volunteers who will be responsible for the welfare of students or who will have direct contact with children are required to submit clearances under the provisions of Policy 920 – Background Checks and 23 Pa.C.S. §6344.2. Prior to commencing volunteer services, the volunteer must submit a report of criminal history from the Pennsylvania State Police, Child Abuse Certification, and a report of federal criminal history (FBI report). The clearances must be no more than three (3) years old at any time while the volunteer is providing services and must be renewed every thirty-six (36) months while the volunteer continues to provide services.

A prospective volunteer **may** be excused from providing the report of federal criminal history (FBI report) only if s/he submits a signed affidavit affirming that the volunteer is not disqualified from service (see form below) and can demonstrate that s/he has been a resident of Pennsylvania for all of the past ten (10) years. The District reserves the right to require a FBI report even if the volunteer submits the waiver request form.

Cost

The volunteer is responsible for the cost of obtaining clearances required by law. However, Title I schools may use Title I parent involvement funding to reimburse parents/guardians for the cost of obtaining clearances. School affiliated organizations (PTOs, PTAs, PSCCs) may also choose to assist parents with the cost of obtaining clearances. Prior to reimbursing a parent for the cost of clearances, the parent must actually provide the volunteer services applied for at the school. In no case will the cost of clearances be reimbursed if the prospective volunteer does not actually fulfill any volunteer services.

The PA State Criminal History Report is \$10, the Child Abuse Certification is \$10, and the FBI Report is \$28.75.

Procedure

Prior to providing volunteer services for a school or volunteering on a school trip, the volunteer must submit the following to the Title Programs Office:

- The completed Intake Form for Volunteers (Attachment 1);
- The PA State Criminal History Report (obtained online);
- A copy of the Child Abuse Certification (obtained online); AND
- The FBI Criminal History Report (fingerprinting required – FBI report access code will be provided; apply online) OR a signed PA Resident Form (Attachment 2) AND Waiver Request (Attachment 3)

Criminal history reports and child abuse certification requests can be requested online at the following addresses:

State Criminal Record: <https://epatch.state.pa.us/Home.jsp>

FBI (Federal) Criminal Record: https://www.pa.cogentid.com/index_pdeNew.htm

Child Abuse Clearance: <https://www.compass.state.pa.us/CWIS>

If the volunteer does not have internet access or requires assistance with the process, the volunteer should contact the school or Title Programs Office for assistance.

The reports (including FBI report access code) and all necessary forms may be submitted in a sealed envelope to the school for delivery to the Title Programs Office, or for increased confidentiality, the clearances and required information may be emailed, mailed or delivered directly to the Title Programs Office at:

Volunteer Intake/Clearances
Title Programs Office
341 S. Bellefield Ave.
Pittsburgh, PA 15213
Title1@pghboe.net

If the Intake Form does not include the name of the school or schools where the services will be performed or any required information is missing, the clearances will not be processed.

Volunteer approval will be communicated **to the school(s)** after central office review of the submitted materials. The Intake Form for Volunteers will be stamped “CLEARED” or “NOT CLEARED,” and returned to the school for their records. It is at this time that a cleared volunteer may begin their volunteer assignment. The school will not receive copies of the criminal history reports or child abuse certification. The reports will remain confidential and will be maintained in the Title Programs Office and/or Law Department.

In instances where there is a criminal history, the reports are forwarded to the Law Department for review. This secondary review may extend the clearance review period so please ensure that reports are submitted at least 30 days prior to a scheduled volunteer event.

Additional Information

Once parents/guardians are cleared, they are cleared for thirty-six (36) months from the date of their criminal history reports and child abuse certification. This means that parents/guardians have to get new clearances once any of their reports expires. Copies of all clearances will be kept on file in the designated central District office.

The Title Programs Office is available to assist volunteers and schools throughout the clearance process.

ATTACHMENT 1

Pittsburgh Public Schools – Department of Title Programs
 341 S. Bellefield Avenue – Room 436, Pittsburgh, PA 15213
 Phone: 412-529-3894 / Fax: 412-622-7921

In-Take Form for Volunteers
Please Print or Type All Information

Date: _____
 Name: _____ Birth Date: _____
 Address: _____ Zip Code: _____
 Home Phone: _____ Work Phone: _____
 E-mail Address: _____
 Emergency Contact: _____ Phone: _____

School Where You Would Like to Volunteer: _____
 Name(s) and Grade of Children/Grandchildren in this School:
 _____ Grade: _____
 _____ Grade: _____

Background/Experience (interest, talents, previous volunteer experiences, foreign language spoken, etc.)

Volunteer Area That Would Interest You:
 Tutoring Field Trip Chaperone Lunch Room Clerical Mentor
 Library Playground Helper Prepare Materials Hall Monitor
 Other _____

Please Indicate Days and Times You Would Be Available:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A.M.	A.M.	A.M.	A.M.	A.M.
P.M.	P.M.	P.M.	P.M.	P.M.

Volunteer's
 Signature _____

*** For District Use Only – Send Completed Form to Room 436 Administration Building***

_____ Criminal Background Check completed and is on File **and**
 _____ Child Abuse Clearance Check completed and is on File **and**
 _____ Federal Fingerprint Access Code **or**,
 _____ Federal Fingerprint Waiver Request **and**
 _____ PA Resident Verification for Waiver of FBI Report completed and is on File.

_____ Applicant Approved _____ Applicant **NOT APPROVED**

School Assignment: _____ Date: _____

ATTACHMENT 2

**PENNSYLVANIA RESIDENT
VERIFICATION FOR WAIVER OF FBI REPORT**

Name: _____
Date of Birth: _____ City/State of Birth: _____
Driver's License Number: _____

Current Address: _____

If you have lived at your current address for less than 10 years, please list all prior addresses for the past ten (10) years:

Street	State	Dates lived here:

Additional documentation of residency may be required to verify the information provided on this form.

I swear and affirm that I have been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Signature

Date

Print Name

ATTACHMENT 3

**VOLUNTEER REQUEST FOR WAIVER OF
FBI – FEDERAL CRIMINAL HISTORY RECORD CHECK**

I declare under penalty of perjury that the following is true and correct:

1. I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period from the date of this document;
2. I have NEVER been named as the perpetrator of a founded report of child abuse;
3. I have NEVER been convicted of one or more of the following types of offenses, including the attempt, solicitation or conspiracy to commit any of the following offenses:
 - a. Criminal homicide
 - b. Aggravated assault
 - c. Stalking
 - d. Kidnapping
 - e. Unlawful Restraint
 - f. Rape
 - g. Statutory sexual assault
 - h. Sexual assault
 - i. Involuntary deviate sexual intercourse
 - j. Aggravated indecent assault
 - k. Indecent assault
 - l. Indecent exposure
 - m. Incest
 - n. Concealing the death of a child
 - o. Endangering the welfare of a child
 - p. Dealing in infant children
 - q. Prostitution and related offenses
 - r. Crimes related to obscene and other sexual materials and performances
 - s. Corruption of minors
 - t. Sexual abuse of children
4. Within the 5 year period immediately preceding the date of this document, I have not been convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act; AND
5. I have not been convicted of an offense similar in nature to those crimes listed under paragraphs 2, 3 or 4 above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law Pennsylvania.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Signature

Date

Print Name