



## **GETTING YOUR CLEARANCES IS SO EASY! DO IT TODAY!**

Dear Marching Band Families,

As you know, **PA law requires adults who volunteer with children to complete background checks.** Because we are separate legal entities, both Abington School District (ASD) and Abington Band Boosters (ABB) must comply with this law and keep separate records. Almost all the paperwork is the same though, so it is super easy.

There are three clearance checks required:

- PA State Police Criminal Record Check <https://epatch.state.pa.us/Home.jsp> (free every 57 months)
- Pennsylvania Child Abuse History Certification <https://www.compass.state.pa.us/CWIS> (free every 57 months)
- Federal Criminal History Record <https://uenroll.identogo.com/> (there is a fee for fingerprinting) OR Statement of Affirmation\*\*

**\*\*If you have lived in PA for the past 10 years you are NOT required to obtain the Federal Criminal History Record.** Instead you would do the following:

- For ASD, you will complete the Affirmation Statement available at Human Resources.
- For ABB, you will complete the PA State Disclosure Statement for Volunteers [http://www.abingtonbandboosters.com/uploads/4/8/1/8/4818785/disclosure\\_statement\\_for\\_volunteers\\_1.pdf](http://www.abingtonbandboosters.com/uploads/4/8/1/8/4818785/disclosure_statement_for_volunteers_1.pdf)

**Our Co-Vice President, Heidi Fitzgerald, is the keeper of our Clearance Records.** Please contact her at [heidifitz@comcast.net](mailto:heidifitz@comcast.net) with any questions about your current volunteer status. More information on obtaining these forms is attached and is also available on the ASD website ([www.abington.k12.pa.us](http://www.abington.k12.pa.us)) and the ABB website ([www.abingtonbandboosters.com](http://www.abingtonbandboosters.com))

### **STEPS TO OBTAIN YOUR ASD VOLUNTEER BADGE:**

1. Complete PA State Police Criminal Record Check and PA Child Abuse History Certification
2. If you have not lived in PA for 10 years, complete Federal Criminal History including fingerprinting
3. Print 2 copies of the results of all completed checks
4. Bring 1 copy of the results to the ASD Administration Building (on Highland Ave between the Jr and Sr High Schools)
5. The Receptionist will direct you to the Human Resources office
6. Provide Human Resources with your clearance results and complete the ASD Statement of Affirmation (if needed)
7. Human Resources will direct you to the Technology Center for your photo ID badge
8. Congratulations! You are an official ASD Volunteer!

### **STEPS TO BE ELIGIBLE TO VOLUNTEER WITH ABB:**

1. Contact Heidi Fitzgerald via text 215 694 7880 to arrange a time to meet. Generally, Heidi will be at most football games and can also meet after the weekly practices.
2. Bring 1 copy of clearance results and a photocopy of your ASD Volunteer Badge (This allows ABB, Mr. DeTato, or other staff members to ensure volunteers have the appropriate ASD clearances if the badge is forgotten). Or take a photo of your badge and text to Heidi Fitzgerald at 2156947880.
3. Complete PA State Disclosure Statement for Volunteers. Heidi will have extra copies of this form available.
4. Congratulations! You can now volunteer for Chaperone, Truck Crew, and other opportunities!

### **HOW TO OBTAIN CERTIFICATION FORMS - VOLUNTEERS**

#### **To assist you in obtaining the PA State Police Criminal Record Check: (FREE)**

1. Go to <https://epatch.state.pa.us/Home.jsp> and click on "submit a new record check".
2. Select "New Record Check (Volunteers Only)" in the middle of the screen.
3. After reviewing the Terms and Conditions of Use, check "Volunteer Acknowledgement" and "Accept" at the bottom of the screen.
4. Type "Abington School District" and "215-884-4700" as Volunteer Organization name and Volunteer Organization Telephone Number
5. Follow the prompts.
6. You may receive an immediate "No Criminal Record" response or "Under Review" response. It is your responsibility to check the website frequently until you receive a "No Criminal Record" or "Criminal Record Found" response. If you receive a "Criminal Record Found" response, the results will be mailed to your home.
7. Print 2 copies of the "No Criminal Record" results (one for you to keep and a second copy for the Office of Human Resources). If you have a Criminal Record, you must bring in the original copy to the Office of Human Resources.

Criminal Record Check certifications shall be provided free of charge to a volunteer once every 57 months.

**To assist you in obtaining the Pennsylvania Child Abuse History Certification: (FREE)**

1. Go to <https://www.compass.state.pa.us/CWIS>
2. Create an account
3. Follow the prompts and be sure to select "Volunteer" to avoid paying any fee.
4. Submit your certification application online.
5. Print 2 copies of the results (one for you to keep and a second copy for the Office of Human Resources).

Pennsylvania Child Abuse History Certifications shall be provided free of charge to a volunteer once every 57 months.

**To assist you in obtaining the Federal Criminal History Record Information (\$22.60)\*\*\* This is only required IF you have lived in PA less than 10 years.**

1. Go to: <https://uenroll.identogo.com/>
2. Input 1KG6XN in the "Enter your Service Code to get started" field
3. Select "Schedule or Manage Appointment"
4. Complete all necessary demographic information including legal name, date of birth, email address and phone number
5. Create a security question and provide the answer
6. Select country of birth from the drop down menu, "\*\*Country of Birth"
7. Input the city of your birth in the "City of your Birth" field
8. Select state of Birth from "\*\*State/Province of Birth"
9. Select Country from drop down menu, "Country of Citizenship"
10. Select "Yes" or "No" from the radio buttons to answer "Have you ever used an alias?" Remember: maiden names or nicknames that you may have used are considered aliases
11. Select "Yes" or "No" from the radio buttons to answer "Is your mailing address the same as your residential address?"
12. Select "Yes" or "No" from the radio buttons to answer "Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?" (The School District does not provide an Authorization Code.)
13. Select "Continue"

14. Input your height and weight and select your Hair and Eye Color, Gender, Race and Ethnicity from the drop down menus.

15. Select "Continue"

16. Select Country from drop down menu "Country" and input your Address where indicated.

17. Select "Continue"

18. Select the type of identification you will bring to the fingerprint location from the drop down menu "Document"

19. Select "Yes" or "No" from the radio buttons to answer "Does the name you are enrolling under match the name on all documents selected?" Note: Legal name must match exactly on all identification documents brought to enrollment.

20. Select "Continue"

21. Input your zip code where indicated to search for a location closest to you.

22. Select a location to be fingerprinted and select "Next"

23. Select an appointment date and time or choose "Walk in"

24. Print the Pre-Enrollment form and take with you to the fingerprint site with a business check, money order or credit card to pay the fee of \$22.60

\*\*\*If the prospective volunteer has been a resident of Pennsylvania during the entirety of the previous ten-year period, and he or she swears or affirms in writing that he or she is not disqualified from service and has not been convicted of an enumerated offense, he or she need not submit a Federal Criminal History Record Information (CHRI). A form to affirm residency is available in the Office of Human Resources.

If the prospective volunteer has not been a resident of Pennsylvania for the previous ten-year period, but has submitted and received a CHRI at any time since establishing residency in Pennsylvania and provides a copy of the CHRI to the Office of Human Resources he or she need not submit a new CHRI.