

Required Background Checks for Volunteers at Sacred Heart Academy

Pennsylvania law requires that all volunteers that have contact with or are responsible for children submit the following clearances:

Clearances for Volunteers Living in PA for fewer than 10 years:

- Federal Bureau of Investigation Fingerprint Clearance
- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance

Clearances for Volunteers Living in PA Continuously for 10 years:

- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance

Obtaining Required Background Checks

1. PA State Police Criminal Record Check

- Can be obtained online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes

2. PA Department Human Services Child Abuse History Clearance

- Can be obtained online at <https://www.compass.state.pa.us/CWIS>
- You must create an account

3. Federal Criminal Background Check:

- Go to www.pa.cogentid.com to schedule an appointment and pay for the background check

Clearance Renewal Requirements

All required clearances, including FBI, must be renewed every five years (60 months).

Volunteers who have been a resident of Pennsylvania for fewer than 10 years must renew their FBI Fingerprint clearance until they reach 10 years of residency in Pennsylvania. Once the volunteer meets the 10year residency requirement, they must complete a Disclosure Statement Application for Volunteers which must be submitted every three years.

You may submit clearance that you complete for your employer or another organization where you volunteer. Please submit all copies of clearances to the school office upon receipt. No parent will be permitted to volunteer in the school in any capacity without the proper clearances and paperwork. Please understand that we are not trying to deter parents from being involved in the school life of their child, rather, we are abiding by the law and helping to create a safe environment for our students.

Parent Drivers

Parents that drive students on field trips or other school sponsored events, including athletics, must fill out the PA Request for Driver Information form. It can be found at <https://apps.pa.egov.com/idr> Check the box for Full History and make the payment online. Once completed a screen appears that allows applicants to print their driving record. Please submit a copy to school.