

Steelton- Highspire School District

Volunteer Clearances Instructions

The information below is related to Background Checks/Clearances for:

- **Pennsylvania Child Abuse History Clearances (CY113)**
- **Pennsylvania Criminal Record Checks (SP4-164)**
- **Federal Bureau of Investigations (FBI) Criminal Background Checks**

PLEASE SELECT **VOLUNTEER** FOR CERTIFICATE FEES TO BE WAIVED

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE INSTRUCTIONS

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

1) Create Individual Account

Step 2) Create new Keystone ID, answer all questions to be able to move to next page.

Step 3) Email confirmation will be sent directly to you. For security, you will need to go back into the website and verify the confirmation emailed to you in order to submit application.

Step 4) Once certificate is available, you will receive another email giving you access to your results. Please print this certificate for your records and copy to the SHSD for district records.

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS

Pennsylvania State Police at: <https://epatch.state.pa.us/Home.jsp>

Step 1) New Record Check (Volunteers Only)

Step 2) Volunteer Acknowledgement Section will need checked and Terms and Conditions need to be accepted.

Step 3) Answer all questions

Step 4) Record Check Detail page will show Control #R and code

Step 5) Click on Certification Form in middle of page. Please print this certificate for your records and copy to the SHSD for district records.

FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS

- 1.) **If you have lived in Pennsylvania for the past ten (10) years, you will need to complete a FBI waiver.** This FBI waiver will be signed and witness by Steelton-Highspire School District Human Resources staff member.
- 2.) **If you have not lived in Pennsylvania for the past ten (10) years, you are required to obtain FBI Criminal Background clearances.** *ALL prospective school employees, school contractors and student teachers are to use the [Pennsylvania Department of Education](#) system.* This includes but is not limited to: Teachers, School Administrators, Substitute Teachers, Teaching Assistants, School Bus Drivers, and Student Teachers PIAA Sports Officials, Coaches and Sport related staff. Applicants may register online at:

<https://uenroll.identogo.com/> and use service code for Pennsylvania public schools: **1KG6XN**. Candidates can register to have their fingerprints taken at the new IDEMIA/Identogo locations. This process requires preregistration and you are given the opportunity to schedule the appointment at the local fingerprinting site.

Candidates will need to select an appropriate identification document as part of their registration and **must** bring it with them to the site when they get fingerprinted. For IDEMIA registration, processing, or billing questions, please contact IDEMIA/Identogo at 1-844-321-2101.

****Please note, a copy of this receipt is to be given to Cynthia Chisholm in the Administration Office***

Any questions, contact Cynthia Chisholm at (717) 704-3802 or cchisholm@shsd.k12.pa.us