



Interboro School District

900 Washington Avenue
Prospect Park PA

Maintained by the Boroughs of Glenolden, Norwood, Prospect Park and Tinicum

Phone: 610-461-6700

Fax: 610-957-6500

Office of the Superintendent

RE: Parents Needing Clearances

Dear Volunteer:

The Board recognizes that the services of a parent/guardian and community volunteers can enrich the educational program, assist teaching staff members in the performance of their duties and enhance the relationship between the school district and the community. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative regulations.

All volunteers, as a condition of active participation within the District's schools in activities such as but not limited to: class parties, field trips, kid writing, after prom, booster's etc..., shall complete a Volunteer Information and Certification form that provides a sworn statement that the volunteer is not disqualified from volunteering for any District programs and/or activities.

Clearances required:

- Volunteers who have resided in Pennsylvania for the previous ten consecutive years or more must submit a Pennsylvania Criminal Record Check (Act 34) at: <https://epatch.state.pa.us/>
- Pennsylvania Child Abuse History Clearance (Act 151) at: <https://www.compass.state.pa.us/cwis/public/home>
- Volunteers who have not resided continuously in Pennsylvania for the previous ten consecutive years, in addition to the above clearances, will also have to submit a report of FBI Criminal Check (Act 114). Volunteers shall renew their background checks and clearances every sixty (60) months from the date of the oldest certification.

Volunteer Clearances can be obtained at no cost for Acts 34 and 151. There is a cost, if needed, for the FBI Criminal Check. For more information, please visit the Pennsylvania Department of Education Website at: https://www.pa.cogentid.com/index_pdeNew.htm

Please note the following:

- A Photo ID will be required when submitting the *Volunteer Information and Certification Form*.
- Please visit the Announcements page located on the main page of the District website at www.interborosd.org for more information and forms.
- Parents/Guardians will only be required to submit clearances per family.
- These clearances will be reviewed and maintained with Interboro School District Administration.

Should you have any questions or concerns, please feel free to contact my office.

Sincerely,

Bernadette C. Reiley
Superintendent

\mc

cc: Human Resources
Rev. 1/17/2018 – Policy 916