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Michelle Dutrow, Superintendent

Volunteer Instructions:

The following clearances **must** be obtained before volunteering:

- Child Abuse Clearance — Completed online, <https://www.compass.state.pa.us/cwis/public/home>. Make sure to obtain a copy for submission to the District.
- Criminal Record Clearance — Completed online, <https://epatch.state.pa.us/Home.jsp>. Make sure to obtain a copy for submission to the District.
- If you have lived in Pennsylvania for the last 10 (ten) consecutive years, you may fill out the attached FBI Fingerprinting Affidavit that is attached in lieu of getting fingerprinted. You can choose one of the other, you do not need to do both.
- Fingerprinting Clearance — Go to <https://uenroll.identogo.com/>. If you don't have a Service Code click the [click here](#) link below the white box with the blue GO button.
 - Select the State/Program for your ORI – select Pennsylvania
 - Choose your agency – select PDE
 - Select your Reason for Fingerprinting – select PDE Volunteer
 - You will use service code: **1KG6XN**, go back to the page <https://uenroll.identogo.com/> and type in the code and click GO.
 - Click Schedule or Manage Appointment and follow the directions and input the required information to the questions asked.
- TB Testing/Results—This can be done by your doctor or at the Geisinger Medical Center in Philipsburg.
 - The number for Geisinger is 814-342-5402. You will need to obtain a TB Authorization form (Please call 814-345-5616 x 4000 to get a form) to take with you to your appointment.
 - After the results are done, obtain a copy of the results for submission to the District.
- If you've had a TB Test in the last 2 (two) years, a copy of those results are acceptable.
- I-9 Form—This will be completed after the clearances and TB testing results are completed. This form is enclosed but will not be completed until all other forms are brought in to the Superintendent's office. Please provide **two valid** forms of identification, usually a social security card and driver's license.
- Approval—It is **REQUIRED** to make an appointment to bring clearances in; if no appointment is made when you come in, clearances will not be processed until an appointment is made.

If you shall have any questions, please feel free to call me at 814-345-5615 x 4000.

Thank you for wanting to take the time to volunteer with our school.

Sincerely,

Kasi Martin

Kasi Martin
Secretary to the Board of Education