MIFFLIN COUNTY SCHOOL DISTRICT

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To: **Parents, Guardians, and/or anyone wishing to volunteer in the Mifflin County School District**
From: **District Administration**
Date: **January 20, 2016**
RE: **Volunteer Requirements, as of January 1, 2016**

The Mifflin County School District welcomes volunteer participation in our schools. There are many opportunities in our schools to volunteer and to actively participate in our educational program. We welcome you to our schools and thank you for your willingness to partner with us in providing an excellent educational program.

Student safety is very important to us, therefore, we have enacted guidelines to ensure student safety…..**As of January 1, 2016,** all volunteers must adhere to guidelines as described below (Please review School Board Policy #916). **IT IS VERY IMPORTANT TO NOTE THAT YOU CANNOT BEGIN YOUR VOLUNTEER SERVICE UNTIL ALL OF THE REQUIREMENTS (LISTED BELOW) HAVE BEEN COMPLETED AND PLACED ON FILE IN THE SCHOOL OFFICE.** Please note that the records will be maintained in a secured area in the respective Main Office.

If you are not an employee of the Mifflin County School District and wish to volunteer in any of the Mifflin County School District buildings, you will need to complete the following items:

1. **Volunteer Acknowledgement Form (Attached):** Sign and return to the school's Main Office.

2. **Reportable Offense Obligation Form (Attached):** Sign and return to the school's Main Office.

3. **Volunteer Confidentiality Agreement (Attached):** Sign and return to the school's Main Office.

4. **Pennsylvania Criminal History Clearance (Act 34).** To obtain this clearance, go to: https://epatch.state.pa.us. *This clearance may be obtained at no cost to you by selecting "Volunteers Only" tab.*

5. **Pennsylvania Child Abuse History Clearance (Act 151).** To obtain this clearance, go to: https://www.compass.state.pa.us/cwis/public/home. *This clearance may be obtained at no cost to you by completing it as a volunteer.*

6. **Federal Criminal History and Fingerprinting (Act 114) or *Completed Affidavit (see qualifications below):*** To obtain this clearance, go to: https://www.pa.cogentid.com. Be sure to complete the Department of Education clearance (the Keystone sign with the graduation cap inside).

   Qualifications for completion of Affidavit: *A volunteer may NOT have to submit the Federal Criminal History record (Fingerprint) if the volunteer submits an affidavit (attached) affirming that the volunteer:*

   a. *Has been a resident of the Commonwealth of PA for the entirety of the previous ten (10) years; and*
   b. *Has never been convicted of a Reportable Offense in PA or any other state or jurisdiction, including foreign jurisdictions.*

When all of the application processes have been completed, all of your forms should be submitted to the appropriate school's **MAIN OFFICE.**

Please note: If you have more than one child in the district, in more than one building, you will only be required to submit your clearances to one school office. The Office staff will be storing your information in a shared file, so all offices will have access to your clearance expiration dates (they will only have access to the expiration dates, not personal information).