

MIFFLIN COUNTY SCHOOL DISTRICT

"PARENT



VOLUNTEER

MANUAL"



PARENT VOLUNTEER MANUAL

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Dear Volunteer,

We are very pleased that you have decided to participate in the Mifflin County School District Volunteer Program. As parents, grandparents, neighbors and community members, you have ideas, talents and time to share with our students and our schools. It is our belief that volunteer programs are beneficial to everyone involved. These programs also help to foster stronger school/community relationships by creating a common ownership in the success of our schools. They also demonstrate the importance of community service to all involved in the program, especially students.

Please read through this handbook carefully. It is designed to give volunteers much of the information necessary to make your experience rewarding. If you have any questions, please direct them to the principal of your school.

Thank you for devoting your time to this worthy endeavor.

Sincerely,

Elementary Principal

ROLE OF THE VOLUNTEER

Volunteers in the classroom can assist teachers in a variety of ways, thereby freeing the teacher to focus more time on the teaching/learning process. An organized program of volunteer assistance can provide a unique contribution to the educational program by helping assume some of the many roles of the teacher.

Before You Begin

Volunteers should arrange to meet with the teacher before beginning as a classroom volunteer. The first visit or two should be spent observing the classroom, getting to know the students and the style and routines of the teacher. This will help the children to become familiar with you before you begin.

The teacher is in charge of all phases of classroom activity and the volunteers will take directions from the teacher. Your activities should support the efforts of staff members but not replace them or exceed their authority.

It is not in the best interest of the child to have a parent, grandparent, guardian, etc. volunteer in their child's classroom; therefore, volunteers will be utilized in classrooms other than those in which their children are enrolled.

Try to match your interest, abilities and time availability with the school needs. Contact the building principal for specific details regarding school need, requirements and scheduling options.

Maintain good communication especially in the event of an absence or schedule change. If you cannot fulfill your commitment for any period of time, please contact the school or classroom teacher as soon as possible so other arrangements can be made.

Follow school and district procedures regarding signing in and out, wearing badges, using school materials and maintaining health/security standards. Know emergency procedures for fire, illness, etc.

Seek advice from those directly in charge, including teachers, secretaries, aides, or other school personnel who are trained and responsible for the tasks. Maintain a spirit of partnership and cooperation with school staff.

Hints For Working With Students

- **Be yourself. Warmth and friendliness foster volunteer-student relationships. Maintaining a sense of humor and comfort will help ensure your success with young people.**
- **Always be consistent with specific rules and practices maintained by your staff partner. Also, be familiar with school and classroom rules. Read parent or teacher handbook, if necessary.**
- **Maintain your position of responsibility and authority at all times. Do not let friendships or neighborly relations interfere with your role as school volunteer.**
- **Learn student and teacher names quickly.**
- **Be aware of and sensitive to the unique gifts and needs of individual students. This is critical at all age levels.**
- **Encourage and praise students when appropriate.**

Important Information

Background Checks

In the back of this booklet you will find two forms necessary to become a school volunteer. These are criminal history background checks. Please follow the directions for submitting each form. There is a nominal fee for processing each form. It takes approximately two weeks to process forms. The law requires that both must be submitted before you begin working in the classroom. Once the forms have been sent back to you, bring the original to your school. The building secretary will make a copy for the school files and return the original to you. Please note that all district employees are subject to the same forms. Additionally, you will find information to assist you with obtaining the required FBI fingerprinting (Act 114). If you have any questions about the Act 151 and Act 34 background checks, please direct them to the principal.

Confidentiality

All school volunteers are expected to maintain confidentiality while working in the school. All things that are seen and heard at school about children and their families should be considered privileged information. Trust must be established and maintained in order for this volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Treat all student information as personal and confidential regardless of source.
- Communicate relevant information about students to the respective classroom teacher or building principal.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with non-school personnel.
- Retain a sense of perspective regarding comments heard and actions observed.
- Understand that not all information can and will be shared with volunteers, due to legal considerations.
- Deal impartially with students regardless of background, intelligence, physical or emotional maturity.
- Do not discuss student progress or behavior with the parent. All relevant information should be referred to the teacher or principal. Direct inquiries about students to the professional staff.
- Speak constructively of all school staff; however, report difficulties involving the welfare of students or school to the principal.

- Do not discuss confidential information with anyone. This information includes, but is not limited to:
 - Scholastic and health records
 - Test scores and grades
 - Discipline and classroom behavior
 - Character traits of children
- **All volunteers are required to sign a statement of confidentiality.**

Discipline

Discipline of students is solely the responsibility of the teacher in charge. Volunteers should in no way discipline students. Should students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or principal.

Health Information

Tuberculin Test

Pennsylvania Public School Code requires all school employees, including volunteers, to obtain a test for tuberculosis prior to employment or service. A “volunteer” according to School Law is “any unpaid person who provides direct service to pupils on behalf of a school for whatever period of time.

Tuberculosis is a reportable communicable disease which is both preventable and curable. The tuberculin test is a harmless skin test that shows if a person has been exposed to TB germs. The test is routinely given to children as babies and school children as part of their wellness care.

The test is done by a small disposable multiple puncture device on the forearm and is to be read within 48-72 hours. If the test is negative, there is nothing to be done. If a test reads positive, further testing will be necessary.

Hepatitis B

Hepatitis B is a virus that causes an infection in the liver. Every year in the United States, approximately 240,000 people are infected with Hepatitis B virus. Many school employees may also be at risk for contracting Hepatitis B infection, but it can be prevented, and its spread slowed. Vaccination can help keep you and your family safe from Hepatitis B.

An infection is caused by the spread of bacteria or viruses in the body. These organisms can live in the air, on surfaces and within the body in body fluids. The body has natural barriers that stop these organisms from entering it. The skin is the most important defense system, but mucous membranes (thin layers that line all of the body openings) also form barriers. Still, bacteria and viruses can easily pass into the body through cuts, scrapes and punctures in the skin or through mucous membranes.

Hepatitis B can be a very serious disease that is caused by the Hepatitis B virus. Once inside the body, this virus can cause severe inflammation of the liver. In some people, the virus causes no symptoms or a mild flu-like illness; rarely, it can cause death. Hepatitis B can also lead to chronic liver disease or liver cancer.

The chance of infection among school personnel is lower than that for healthcare workers. The potential for transmission exists because you may come in contact with the blood and body fluids of persons who carry the Hepatitis B virus. If you encounter contaminated blood, you have an increased risk of contracting the disease.

The Occupational Safety and Health Administration (OSHA) has said that one of the most effective methods of infection control against Hepatitis B is Hepatitis B vaccine. There are some adverse reactions associated with Hepatitis B vaccines, but the vaccines are generally well tolerated. For more information on adverse reactions, consult your doctor. The vaccines are given by injection; generally, three injections are given in the arm over several months.

There are certain conditions under which individuals should not be given the Hepatitis B vaccine. The physician giving the injections will ask you about these conditions.

Ways to Assist the Teacher

- Assist with teacher-planned activities
- Read teacher-prepared instructions to pupils
- Read stories
- Check to see if seatwork is completed
- Prepare students for daily program changes
- Take lunch count
- Operate audio-visual equipment
- Review previously taught material
- Help children to understand and follow directions
- Listen to children read
- Share a hobby, talent or experience
- Help with field trips
- Assist with school parties and special days
- Help with assemblies
- Keep classroom materials in order
- Help inventory and maintaining records for ordering supplies
- Maintain the blackboard
- Collect papers for evaluation by the teacher
- Assist with displays throughout the school
- Assist with children practicing skills

The Dos and DON'Ts of Volunteering

To capably assist the school with additional services, all volunteers are requested to keep in mind the following:

- **DO** take a personal interest in helping and working with teachers, staff and students.
- **DO** be willing to learn more about fostering the process of growth and development in children.
- **DO** participate in training programs offered to volunteers.
- **DO** be willing and able to follow directions from teachers and staff.
- **DO** be adaptable and flexible when working with children.
- **DO** have a cooperative attitude in working with school personnel.
- **DO** be imaginative, creative and optimistic.
- **DO** be consistent and dependable.
- **DO** keep all student information strictly confidential.
- **DO** have a sense of humor as well as patience and understanding.
- **DO** accept each child for who they are.
- **DO** let the teacher be responsible for discipline.

- **DON'T** forget to sign in and out of the office every time you're in the building.
- **DON'T** scold when pointing out errors. Use a positive approach.
- **DON'T** become annoyed when students don't understand something the first time.
- **DON'T** be afraid to laugh at yourself.
- **DON'T** lose your temper.
- **DON'T** do a student's work for them.
- **DON'T** discuss student's work with anyone but the teacher.
- **DON'T** ask teachers or others for personal information about students.
- **DON'T** threaten or punish students.
- **DON'T** intervene or contradict a teacher once a problem has been handled.
- **DON'T** forget to contact the teacher or school if you can't fulfill your commitment.

Mifflin County School District

Volunteer Application

Name _____ Date _____

First M.I. Last

Address _____

Street City State Zip Code

Telephone () _____ Social Security Number ____-____-____

At which school(s) do you wish to volunteer? _____

What day(s)/time(s) do you wish to volunteer? _____

For which specific activities do you wish to volunteer? _____

-For MCSD Use Only-

Required: _____ Act 151 Clearance _____ Act 34 Clearance _____ FBI Clearance
_____ TB Test _____ Hepatitis B Vaccination (Optional)

Approval Signatures: Principal _____ Date _____

Supervisor _____ Date _____

Superintendent _____ Date _____

School Board Approval on (M/D/Y) _____

Volunteers may not begin until all approvals have been met. It will be the principal's responsibility to notify the volunteer of their approval. This form is to be kept on file in the principal's office. NOTE: Costs for the required clearances and medical tests are not paid for by the School District.

SITE INFORMATION

Primary Service Location Address	CCIS of Juniata County 146 Weatherby Way Mifflintown, PA 17059
Hours of Operations	Monday - Friday 8:30am – 11:30am and 12:30pm – 4:30pm (Closed for lunch from 11:30am – 12:30pm) Closed all State and Federal holidays jcccis@n.max.net Please do not overwhelm the service by sending large groups of applicants to the locations. If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours. The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	717-436-8613 ext 22 or 14 Please see www.pa.cogentid.com or the web site listed below for information pertaining to fingerprint processing. Neither Cogent Systems nor this fingerprint site have the means to provide applicants the status of their background check. If the applicant does not receive the Criminal History Record within eight weeks, they should click
Directions to your facility	Map It West 322/22 take Mifflintown Exit – RT 35. Make a right at exit, go past Sheetz Store to light, make a right, then first left (Weatherby Way Rd) a dental office will be on the right. Go ¼ mile, the CCIS office is on the right behind the day care center. A sign will be on the office building. East 322/22 take Mifflintown Exit – RT 35. Make a left at exit. Follow directions above.
Additional Information	

SITE INFORMATION

Primary Service Location Address	Huntingdon County Child & Adult Development Corp 52 Juniata Ave Huntingdon, PA 16652
Hours of Operations	Mon, Weds & Fri 9:00A -3:00P Individuals with disabilities or special needs may contact us at 814-643-5199 to make an appointment. Please do not overwhelm the service by sending large groups of applicants to the locations. If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours. The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	814-643-5199 www.hccadc.org
Directions to your facility	Map It
Additional Information	



SITE INFORMATION

Primary Service Location Address	Penn State University Police Eisenhower Parking Deck University Park, PA 16802-2116
Hours of Operations	Closed on holidays and from Christmas Eve to New Years Day. Mon – Thurs 4:00P to 8:00P Do not call for an appointment, walk in service only. Special circumstance may call 814-863-1111 Please do not overwhelm the service by sending large groups of applicants to the locations. If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours. The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	814-863-1111 Please see www.pa.cogentid.com or the web site listed below for information pertaining to fingerprint processing. Neither Cogent Systems nor this fingerprint site have the means to provide applicants the status of their background check. If the applicant does not receive the Criminal History Record within eight weeks, they should click
Web Site (Service Site Specific)	
Schedule a Mobile Fingerprinting	
Currently Scheduled Mobile Fingerprinting Service	
Directions to your facility	Eisenhower Parking Deck is located on the Eisenhower Road between Bigler Road and Shortlidge Road. Parking is available between Eisenhower Parking Deck and Eisenhower Auditorium at the meters
Special Instructions for Applicants	
Additional Information	

Pennsylvania Department of Education (PDE)
FBI Federal Criminal History Records for Prospective Employees
December 1, 2008

Act 114 of 2006, Section 111 of the Pennsylvania Public School Code outlines background check requirements for student teachers and the employees of public and private schools and their contractors.

The Act requires that

- all student teachers (participating in classroom teaching, internships, clinical or field experience) and
- prospective employees (including, but not limited to: administrators, teachers, substitutes, janitors, cafeteria workers and office employees)
- of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers
- who have direct contact with children

must provide to their employer a copy of their Federal Criminal History Record that cannot be more than one (1) year old. This applies to employees hired on or after April 1, 2007.

Employees hired prior to April 1, 2007, were only required to provide the Federal Criminal History record if they have lived outside of Pennsylvania for at least two years immediately preceding their application for employment.

Implementation Timeline

PDE contracted with Cogent Systems to manage the fingerprinting process for the Commonwealth. This included establishing a website, staffing a help desk, and establishing fixed site locations for the taking of and transmitting of applicants' fingerprints. These services became operational, March 30, 2007.

During the first year of this requirement, over 170,000 individuals were fingerprinted and obtained federal Criminal History Record Information (CHRI) reports from the FBI. During the first twenty months of the operation of this program, the FBI mailed paper copies of the reports to PDE, the reports were then mailed to the applicants. Given the high volume of reports and the need to improve the process, PDE requested that Cogent Systems develop a process that could be managed entirely online to expedite the process. As of December 1, 2008, the new process is in place and is described in this document.

The Process

The fingerprint-based background check is a multiple-step process:

1. The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at www.pa.cogentid.com Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site.

2. The applicant will pay a fee of \$33.00 for the fingerprint service and the CHRI. The new system provides the CHRI online to the employer. In order for the applicant to receive a paper copy of the report, the applicant will pay an additional fee of \$2.50 for processing. If the applicant requests a paper copy, the total fee will be \$35.50. The applicant must make the choice to receive a paper copy at the time of registration. The applicant will have no other access to a paper copy other than during the registration process.
3. Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.**

Agency Billing. Agencies that request to pay applicants' fees may arrange to be billed by Cogent Systems for the cost of these services. Billing may only occur after the requesting agency has completed Cogent Systems' Agency Pay Agreement. To establish a billing account visit www.pa.cogentid.com and download an application. The billing account must be established prior to sending applicants to the fingerprint site.

4. The applicant proceeds to the fingerprint site of choice. Location of fingerprint sites and days and hours of operation for each site are posted on Cogent Systems' website at www.pa.cogentid.com. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.
5. At the fingerprint site the Applicant Livescan Operators (ALO) manage the fingerprint collection process.
6. The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on Cogent Systems' website at www.pa.cogentid.com. Applicants will not be processed if they cannot produce an acceptable photo ID.
7. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
8. **For individuals fingerprinted on and after December 1, 2008 –**
The process was redesigned with approval from the Pennsylvania State Police and the FBI. The time for processing is anticipated to take no longer than two days.
 - Applicants' scanned fingerprints will be electronically transmitted to the FBI by Cogent Systems.
 - The FBI will electronically transmit the CHRI to Cogent Systems, where the CHRI will be stored in a secure server.
 - The CHRI will be available online for the School Administrator to review. Administrators receive login and password information from Cogent Systems.
 - The CHRI that is available for review online constitutes the official record. Applicants give permission for the School Administrator to review the report during the registration process.
 - The School Administrator will review the CHRI to make a determination as to the fitness of the applicant to work in the position in which they will have contact with children.
 - If the applicant is hired for the position, the School Administrator will print a copy of the CHRI for the school's files.

- Applicants may request a paper copy of the CHRI when they register to be fingerprinted. This will be the applicants' only opportunity to request a copy.
- The paper copy will be mailed to these applicants by Cogent Systems. The "unofficial" paper copy is a copy of the CHRI that the School Administrator will review online.
- The applicant may share the paper copy of the CHRI with prospective employers. However, the School Administrator is required to review the official CHRI online and print a copy of the CHRI if the applicant is hired by the public school or private school or their contractor, or if the applicant is approved for student teaching.

9. For individuals fingerprinted prior to December 1, 2008 –

Applicants will receive the official report on watermarked paper from PDE.

- PDE will receive the CHRI from the FBI via Cogent Systems.
- PDE's School Services Unit will copy the CHRI and mail it to the applicant. The CHRI will be printed on standard 8.5" X 11" paper with the Commonwealth Seal imbedded on the paper.
- The applicant will provide the CHRI to their prospective employer. The School Administrator will review the CHRI to make a determination as to the fitness of the applicant to work in the position in which they will have contact with children. If the applicant is hired for the position, the School Administrator prints a copy of the CHRI for the school's files.
- The CHRI must be less than 12 months old at the time of employment to be considered valid. The date of the CHRI is considered to be the date on which the individual was fingerprinted.
- **This document constitutes an official Record.** If an applicant, fingerprinted prior to December 1, 2008, presents their CHRI and the Commonwealth Seal is not embedded on the paper, it should be considered as invalid and not an official record.
- Applicants who were fingerprinted prior to December 1 2008, who have not yet received their CHRI from PDE, should contact PDE at (717) 783-3750 or email PDE at dwolfgang@state.pa.us.

Provisional Employment

The Act allows Administrators to employ applicants on a provisional basis for a single period not to exceed ninety (90) days, except during a lawful strike proceeding under the provisions of the act of July 23, 1970, known as the "Public Employee Relations Act", provided all of the following conditions are met:

- The applicant has applied for the information required under subsection (b) and, where applicable, under subsection (c) or (c.1), and the applicant provides a copy of the appropriate completed request forms to the Administrator.
- The Administrator has no knowledge of information pertaining to the applicant which would disqualify them from employment pursuant to subsection (e).
- The applicant swears or affirms in writing that they are not disqualified from employment pursuant to subsection (e).
- If the information obtained pursuant to subsection (b), (c), or (c1) reveals that the applicant is disqualified from employment pursuant to subsection (e), the applicant shall be suspended and subject to termination proceedings as provided for by law.
- The Administrator requires that the applicant not be permitted to work alone with children and that the applicant work in the vicinity of a permanent employee.

Fingerprint Corrections and Resubmissions

In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, Cogent Systems will take corrective action to re-submit, or re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time, and when applicable, that is convenient for the applicant. Cogent Systems will contact the applicant directly should this occur. NOTE: Reprinting can be applied to each applicant one time only. If fingerprinting must take place a third time the applicant must pay the full fee.

Group Fingerprinting Support

If you have a requirement to fingerprint a large group of applicants (300 college education majors, a contractor's entire staff of 120 employees, 50 bus drivers, etc.) Cogent Systems and the fixed site providers will try to accommodate that request. Some fingerprint service sites have the ability to bring portable equipment to your site. If you are in need of Group Fingerprinting Support, visit www.pa.cogentid.com. Service sites in your area that have mobile equipment will be listed.

NOTE: This mobile service requires the visited site to provide broadband internet access and access through any firewall. The sites that offer mobile services can provide you instructions, in advance of their visit, that would allow fingerprinting to occur at your site. You must however, plan ahead. Requirements for hosting a mobile Livescan operation can be found at www.pa.cogentid.com

We encourage you to utilize this service but you must plan ahead. Please do not overwhelm the service by sending large groups of applicants to fixed site locations. If you must send a large group of applicants to a fixed site, please plan for their arrival to occur over days and weeks, not over hours.

Confidentiality (Security) of Applicant Information

On-site access to the Livescan equipment, and the data traveling from the equipment, is comprehensively secured and regulated by both Cogent Systems and the regulations governing the use of that data.

Security - The computer system is housed within a secured network that is protected by firewall devices configured explicitly to allow only permissible protocols and traffic. Cogent Systems ensures that all devices procured under this process continue to adhere to the Commonwealth's Security requirements. The systems are configured to provide a point of defense with controlled access from both inside and outside the network. The Livescan systems are configured to support logging and audit capability. Furthermore, the Livescan solution will support 128 bit encryption.

Inquiries and Questions

Information regarding process, policy, and fingerprinting locations may be found at www.pa.cogentid.com

Fingerprint Services Sites should contact Blake Godard at bgodard@cogentsystems.com

Fingerprint applicants should contact Denise Wolfgang at (717) 783-3750 or dwolfgang@state.pa.us

School entities who have questions regarding access to the online system may contact RA-PDE-SchoolService@state.pa.us, or 717-783-3750.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION I ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK.

SEND TO CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

CHILDLINE USE ONLY

DATE RECEIVED BY CHILDLINE

SECTION I APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANT'S FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME

STREET

CITY, STATE
ZIP CODE

SOCIAL SECURITY NUMBER		
AGE	DATE OF BIRTH	DAYTIME PHONE NO.
SEX <input type="checkbox"/> M <input type="checkbox"/> F		COUNTY YOU LIVE IN

PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

(FIRST, MIDDLE, LAST)

(FIRST, MIDDLE, LAST)

PURPOSE OF CLEARANCE (Check ONE block ONLY)

<input type="checkbox"/> CHILD CARE	<input type="checkbox"/> VOLUNTEERS-A copy of your PROCESSED "Request for Criminal Record" (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FID-258).	<input type="checkbox"/> CWEP (Community Work Experience Program Participant)
<input type="checkbox"/> FOSTER CARE		
<input type="checkbox"/> ADOPTION		
<input type="checkbox"/> SCHOOL		

SIGNATURE OF CAO REP

CAO PHONE NO

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

- 1.
- 2.
- 3.
- 4.

HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present).

NAME (First, Middle, Last) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1.			
2.			
3.			
4.			
5.			
6.			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE

DATE

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II RESULTS OF HISTORY CHECK

<input type="checkbox"/> APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.	<input type="checkbox"/> APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).
--	--

STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.		3.	
2.		4.	

VERIFIER

DATE

VERIFIER'S SUPERVISOR

DATE

03450C

CY 113 12/99

SECTION III VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES

has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports. The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years. It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred in the last five years. Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred over five years ago. Applicant is named as the perpetrator of an "Indicated" child abuse or school employee report. Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

PENNSYLVANIA STATE POLICE CLEARANCE

Record exists and contains convictions which prohibit hire in a child care position. Report attached. Record exists, but convictions do not prohibit hire in a child care position. Report attached. Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached. No record exists. Report attached.

FBI CLEARANCE

Record exists and contains convictions which prohibit hire in a child care position. Report attached. Record exists, but convictions do not prohibit hire in a child care position. Report attached. Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached. No record exists. Report attached. No FBI clearance required.

Statement of Confidentiality for School Volunteers

I understand that in the course of my association with the Mifflin County School District I share the responsibility of maintaining the confidentiality of any employee or student information that I may have available to me. I understand that it is my responsibility to assure rights and confidentiality of information both written and verbal.

As a volunteer, I will work with the highest standards, committed to the idea that my work will benefit students. I promise to make my work an attitude of open-mindedness, willingness to be trained, as well as interest and commitment.

I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding student or employees with anyone. Any breach of confidentiality will be carefully reviewed and if substantiated, could result in termination of volunteer involvement with the School District, and may result in legal action.

I acknowledge that I have read and understand this statement of confidentiality.

Volunteer Signature

Date

Principal's Signature

Date