

NEW BRIGHTON AREA SCHOOL DISTRICT

3225 43rd Street • New Brighton, PA 15066-2697 (724) 843-1795 • (724) 843-6144 Fax • www.nbasd.org

January 2023

Dear New Brighton Area School District Families & Volunteers,

The New Brighton Area School District greatly appreciates the time, energy, and effort provided by our volunteers. It is our goal to continue to welcome volunteers into the classrooms to enhance the experiences for our students. The Child Protective Services Law was amended in 2014 and we changed our guidelines for volunteers working within a school or in contact with students, to comply with the legal changes that were implemented. The most significant change is that clearances are valid for 5 years from the date of issuance and must be redone prior to their expiration. Also, the provider for FBI Fingerprints has changed so we have included current and revised information below. We aim to provide a safe environment for our students and we appreciate your cooperation in meeting the guidelines for volunteers within the New Brighton Area School District.

1. The Pennsylvania State Criminal History Record (Act 34)

Log on to <https://epatch.pa.gov> and select “Submit New Record Check.” Volunteers can receive a Volunteer clearance for free. If you will be a paid employee by any school entity, you must receive the Employee clearance and there will be a charge. You must record the Control Number verifying your request. Results are available immediately after the registration is completed. You will need to select the “Certificate” link and your certificate will appear for you to print.

2. The Child Abuse History Clearance (Act 151)

Log on to <https://www.compass.state.pa.us/cwis/public/home> and select “Create and Individual Account.” You will need to create a Keystone ID on the website and will then be able to use that Keystone ID to request a Child Abuse History Clearance through the Child Welfare System. Once you have a Keystone ID, you can return to the main page and choose “Individual Login.” You will then follow the directions to apply for and access your clearance. Keep your keystone ID and password for future reference.

3. FBI Fingerprinting (Act 114) → SERVICE CODE is **1KG6ZJ**

Applicants must register online at <https://www.identogo.com> or by phone at 1-844-321-2101 or 1-855-845-7434. Registration is required and you will need the Service Code **1KG6ZJ** to complete your registration. At the end of the registration process, you will be prompted to select a fingerprinting site and an appointment time. You will have to pay by credit/debit card at the fingerprinting site and be required to show a qualified State or Federal photo identification. You will receive an email with your results that **can only be opened from a laptop or desktop computer that is connected to a printer** (you cannot use a phone or tablet). You only have **ONE** opportunity to open the email to print the results and then it will lock you out.

4. Reporting

The law requires that any volunteer arrested or convicted of a crime listed in the Child Protective Services Law, or identified as a perpetrator on the State's database, submit written notice to the District within 72 hours of the arrest, conviction, or being named a perpetrator. The written notice should be sent to the Central Administration Office, Attention: Superintendent.

All information submitted with clearances is confidential and will be maintained by the Superintendent's Office. Volunteers should submit the three (3) required clearances in-person or by mail to:

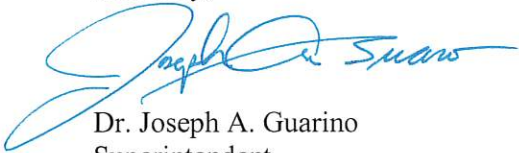
New Brighton Area School District
Attn: Superintendent's Office – Clearances
3225 43rd Street
New Brighton, PA 15066

Please allow time prior to an event to apply for, receive, and submit your clearances. Exceptions cannot be made for volunteers to participate if all clearances are not on file in the District. Finally, we encourage you to always maintain a copy of your submission as proof of receipt.

Please let me reiterate that the District appreciates our volunteers and wishes to continue fostering the spirit of volunteerism in our community. The requirements outlined above are a result of the Child Protective Services Law amendments and are meant to maintain the safety of our students in and around our District. The clearance requirements apply to all volunteers and staff and will remain valid for 5 years, upon which time they will need to be updated. This law continues to evolve and we will provide updates as additional guidance is received. All information will also be posted to our website, www.nbasd.org, and may be found by clicking "District," and then "Clearances."

On behalf of the entire District, I sincerely thank all of our volunteers for your service. Please contact us at 724-843-1795 x4 if you require assistance or additional information.

Sincerely,



Dr. Joseph A. Guarino
Superintendent