



INSTRUCTIONS ON HOW TO BECOME A METHACTON SCHOOL DISTRICT VOLUNTEER

Volunteer clearances and MSD Board approval are required for the following activities:

- Chaperoning a trip
 - Volunteering in the schools
 - Teaching/assisting with a Community Education class
 - Volunteering at Outdoor Education
 - Coaching/assisting with a camp, sport, or band activity
 - Host family to a visiting student
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- We will only accept the Pennsylvania Child Abuse History Clearance, Pennsylvania Criminal History Report, and FBI Report with fingerprints through Identigo®. All other forms of clearances from other agencies will not be accepted.
 - Clearances and TB test results cannot be more than one (1) year old from the date we receive them. If the clearances are more than 1 year old, you will have to re-apply for all new clearances before you can become a board approved volunteer. (See instructions on the next page.) The state requires that clearances be renewed every five (5) years. The renewal date for your clearances is based on the oldest dated clearance we have on file for you.
 - Save all of your originals. In the event our files become lost or damaged we will ask you to provide the originals again. Due to the volume of paperwork we receive, we are not able to make copies for you if you lose them. **PLEASE KEEP COPIES FOR FUTURE REFERENCE.**
 - If you are employed by a school district other than MSD, private school, law enforcement agency, and/or child care facility you will not be excused from providing up to date clearances and TB tests.
 - For individuals who have tested positive on a TB test, or cannot take a TB test due to a medical condition or allergic reaction, etc., a doctor's note must be provided stating that you are free of TB infection.
 - For host families who will have a student from another school, state, or country staying with them for any period of time: All adults living at that residence, age 18 and over, must become a board approved volunteer prior to the student's arrival.

TO OBTAIN YOUR CLEARANCES:

(All the links listed below can be found on Methacton School District's website at www.methacton.org/volunteer.)

1. Complete Methacton's [on-line volunteer registration form](#). Print out completed form.
2. Complete online [Pennsylvania Criminal History Report](https://epatch.state.pa.us/). (<https://epatch.state.pa.us/>) Report is FREE for volunteers. Select: **NEW RECORD CHECK (Volunteers Only)**. Results are instant. Print out the completed report.
3. Complete online [Pennsylvania Child Abuse Clearance Certificate](https://www.compass.state.pa.us/cwis/public/home). (<https://www.compass.state.pa.us/cwis/public/home>) Report is FREE for volunteers. It could take several days for the report to be processed. You will receive an email when the report is ready. Print out the completed report. (SEE INSTRUCTIONS AT END OF DOCUMENT.)
4. Individuals who have **not** resided in the state of Pennsylvania continuously for a period of 10 years will also need to obtain an [FBI Report with fingerprints through PA Dept of Ed - Identogo](https://uenroll.identogo.com)®. (<https://uenroll.identogo.com>) There is a fee for this clearance. (SEE INSTRUCTIONS AT END OF DOCUMENT.)
5. Individuals who have resided in the state of Pennsylvania for a period of at least 10 consecutive years must fill out the district's [Affirmation Form](#).
6. Complete Tuberculosis Test (TB Test) - TB testing through the Methacton School District is FREE for our volunteers. TB tests are available through the High School Nurse's office by appointment only. *(PLEASE NOTE: TB TESTING AT MHS STOPS AT THE END OF MAY AND DOES NOT RESUME UNTIL SEPTEMBER.)* Appointments are available Monday through Wednesday, from 8:00am to 2:00pm. Call Mrs. Cheryl Peiffer, H.S. Nurse, at 610-489-5000, ext. 25040 or email cpeiffer@methacton.org to make an appointment. You must return 48 hours after the test is administered to have your test results read. If your TB test reads positive, or you cannot take a TB test, you will be required to supply a doctor's note stating that you are clear of TB. (You can also get a TB test from your family physician or local clinic, but please note that we cannot reimburse you for the cost.)

When you have all clearances, completed registration form, and TB test results in hand, please go to any of the school offices to have your paperwork scanned. Your paperwork will be returned to you. Please save it and keep it in a safe place.

Your name will then be added to the monthly board agenda for approval. You will not receive any type of notice that you are board approved. You can check the board meeting minutes to confirm your name was on the approved list. You can also call any one of the district's school offices to see if your name is on the approved list. We will only contact you if there is a problem with your paperwork.

Once you are board approved, you can go to any one of the school office buildings to pick up your volunteer badge. Badges are valid at every building.

DIRECTIONS FOR CHILD ABUSE CLEARANCES

You will need:

- All the addresses where you have previously lived.
- Names of all individuals with whom you have lived with including guardians, siblings, spouses, children, etc.
- Any previous names you have used or have been known by.

If you have any questions about your application, please contact the ChildLine and Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422.

DIRECTIONS:

1. Complete online **Pennsylvania Child Abuse Clearance Certificate**. Click on: <https://www.compass.state.pa.us/cwis/public/home>.
2. Click on "**Create Individual account**." Click on "**Next**." The system will then ask you for your "Keystone ID." You need to create your ID. Please make up your ID using a combination of at least 6 letters/numbers. Please write it down – you will need to sign in again later in the process.)
3. Supply personal information and answer the security questions.
4. Click "**Finish**." If you get an error message or can't move past this page, it is usually because there is a problem with the Keystone ID you tried to create. Try again, or make a different Keystone ID. If you are successful, the page will update to "**Check your e-mail for your temporary password!**"
5. You will now receive two emails - a confirmation email, and then an email with a temporary password. Both will come from the automated email address: "IDONOTREPLY@pa.gov." In the second email containing the temporary password, copy the password and then click on "**Child Welfare Portal**" link listed in the email. It will return you to the state Compass site.
6. Click on "**Individual Log-in**". Click on "**Access My Clearances**." Provide your user name (which is the Keystone ID you just created) and the password, which you received in the email. Answer security questions. Choose which device you have – private (your computer) or public. You will then be asked to change your password to something more personal/secure. Please write it down. You'll be asked to sign in again using your Keystone ID for user name, and the new password you just created. Click on "**Create Clearance Application**." Purpose for application is "**Volunteer**." Follow prompts. Please be sure to check mark the box requesting a paper version of the certificate to be mailed to you. The next section will ask you to list all your previous addresses. The next session will ask you to provide information on all your household members. Please provide all the necessary information. Review the application and submit. It usually takes several days and sometimes a week or more for the clearance report to be received. You will receive an email when the report is ready. Print out completed report once you receive it.

DIRECTIONS FOR FBI REPORT W/ FINGERPRINTS - Identogo®

YOU ONLY NEED TO DO THE FBI REPORT WITH FINGERPRINTS IF YOU HAVE NOT LIVED IN PENNSYLVANIA FOR 10 CONSECUTIVE YEARS.

Register and set up an appointment online at: <https://uenroll.identogo.com/>. You will be asked to provide a Service Code: **1KG6XN**. Once you enter the code, you will be asked to provide your personal information. Answer the questions on each page with the appropriate information. Once you have answered all the questions, please print out your receipt. You will be required to take that receipt to the location of your choice to have your fingerprints done. A list of locations is provided on-line, however the two closest locations are listed below. Please save your receipt and turn it in along with your other clearances. You will not be able to access or print out your official report. We need a copy of your receipt so that the HR office at the Farina Education Center can print out your official report.

The three closest locations for fingerprinting are:

Identogo

2951 Swede Rd

Norristown, PA 19401-1335

Hours: Monday - Friday: 08:30 AM - 12:00 PM & 01:00 PM - 05:00 PM

Identogo

292 W Ridge Pike

Bldg C Ste 101

Limerick, PA 19468-3716

Hours: Monday - Friday: 08:30 AM - 12:00 PM & 01:00 PM - 05:00 PM

This Enrollment Center is located in Arcpoint Labs

Identogo

314 S Henderson Rd Ste G

King of Prussia, PA 19406-2449

Hours: Monday-Friday: 8:30 AM - 12:00 PM & 1:00 PM - 6:30 PM Saturday: 9:30 AM - 3:30 PM

MSD AFFIRMATION FORM:

For individuals who have lived in Pennsylvania for at least 10 consecutive years, please print out and complete the [MSD Volunteer Affirmation Form](#), or go to or to your child's school office and fill out the form at the front desk.