



## INSTRUCTIONS FOR BECOMING A METHACTON SCHOOL DISTRICT VOLUNTEER

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### **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

### ***TO BECOME AN APPROVED VOLUNTEER, YOU SHOULD KNOW...***

- 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 five (5) years old from the date we receive them. If the clearances are more than 5 years 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 and please keep in a safe place. 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 should 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](http://www.methacton.org/volunteer). (You can also look under "Site Shortcuts" on district's home page, and click on "Volunteering in Methacton.")

1. Complete Methacton's [on-line volunteer registration form](#). Print out completed form. You can access the Volunteer Registration Form on Methacton's website under "Volunteering in the District" on the district's homepage.
2. Complete online [Pennsylvania Criminal History Report](#). Report is FREE for volunteers. Go to website: <https://epatch.state.pa.us/Home.jsp>. Select: **NEW RECORD CHECK (Volunteers Only.)** Provide your personal information. Results are instant. Print out the completed report.
3. Complete online [Pennsylvania Child Abuse Clearance Certificate](#). Report is FREE for volunteers. Report can take several days to be processed. Go to website: <https://www.compass.state.pa.us/cwis/public/home>. See instructions at the end of this document. .
- 4a. PLEASE NOTE! 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 Pennsylvania Department of Education - IdentoGo®](#). Please see the instructions at the end of this document on how to obtain your FBI report. There is a fee for this clearance. (Instructions attached.)
- 4b. Individuals who have resided in the state of Pennsylvania for a period of 10 or more years do not need to obtain an FBI report. These individuals must fill out the district's "[Affirmation Form.](#)" This form is also found on the "Volunteering in the District" webpage page. You can also pick up a copy at any one of the school offices.
5. Complete TB Test -  
PLEASE NOTE! TB TESTING STOPS THE END OF MAY AND DOES NOT RESUME UNTIL SEPTEMBER. 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. 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](mailto:cpeiffer@methacton.org) to make an appointment. You must return 48 hours after the test is administered, either to your child's school nurse or back to the high school nurse, to have the test site visually inspected. You can also have your TB test done through your family physician or clinic at your own expense (we cannot reimburse you for the cost. Tests cannot be more than 1 year old from the date we receive it. If you have been vaccinated against TB and now test positive, have a physical condition or allergy, which prevents you from being tested, please provide us with a note from your physician's office stating you are clear of TB.
  - **We do not accept partial packets. When you have all your clearances and TB test results in hand should you go to one of the schools with your paperwork.**
  - **Any school office will accept your paperwork. It does not matter which school you go to.**
  - **Your name will then be added to the monthly board agenda for approval. Following the board meeting, you can pick up your volunteer badge at any one of the schools.**
  - **Volunteer badges are good at every building in the district. You do not need a new badge when if/when your child changes schools.**
  - **If you have questions about your volunteer paperwork status, please call your child's school office. A list of approved volunteers is available at all school offices.**
  - **You will not receive any type of notification regarding your board approval, however, if there is a problem with your paperwork you will be contacted.**

For individuals who have not lived in Pennsylvania for at least 10 consecutive years:

### **DIRECTIONS FOR FBI REPORT W/FINGERPRINTS THROUGH PA DEPT. OF ED - Identogo®**

There is a new company facilitating fingerprinting for the PA Dept. of Education called **Identogo®**. Register and set up 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 for the district to use to access to your official report.

The two 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

### **CHILD ABUSE CLEARANCES**

Volunteer applications are permitted to receive one certification free of charge every 57 months. In order to submit a volunteer application without a payment, you are required to affirm that you have not already received a paper or electronic volunteer certification free of charge within the previous 57 months. Applicants that do not meet the volunteer application criteria or volunteers who have already received a volunteer certification free of charge within the previous 57 months will need to provide either credit/debit card information for an \$8.00 application fee or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification.

Before you start, you should have the following information readily available to help you complete your application:

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

If you have any questions about your application, please refer to the [Frequently Asked Questions](#) page. If you need further assistance, please contact the ChildLine and Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422.

### **DIRECTIONS TO OBTAIN YOUR CHILD ABUSE CLEARANCE CERTIFICATE:**

Complete online **Pennsylvania Child Abuse Clearance Certificate**. Click on:  
<https://www.compass.state.pa.us/cwis/public/home>. Click on "Create Individual account."

Create your own "Keystone ID" (Combo of at least 6 letters/numbers.) Please write it down – you will need to sign in again.) Supply personal information and answer security questions. Click **"Finish."** If you get a 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!"**

You'll then 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. Click on **"Individual Log-in"**. Click on **"Access My Clearances."** Provide your user name (which is the Keystone ID you created) and the password, which you received in the email. Answer security questions. Choose which device you have – private 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 having contact with children."** Volunteer Category is **"Other."** Name of Agency is **"Methacton."** 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. Please check your email. Print out completed report once you receive it.