



AGCS Fingerprinting and Background Clearance Volunteer Requirements

VOLUNTEER REQUIREMENTS

What is required to volunteer at Avon Grove Charter School?

Avon Grove Charter School (AGCS) welcomes any member of the student’s family, caring adults in the student’s life, as well as members of our local community to volunteer. All volunteers responsible for the care, supervision, guidance or control of children and routine interaction with children are required to have their background clearance, and effective December 31, 2015, fingerprinting results on file at the main offices of AGCS.

Fingerprinting (**effective 12/31/15**) and background clearance results must be on file for volunteers that are:

- **Ongoing, long-term:** Volunteering at the school regularly, three (3) or more in one school year
- **Face-to-face:** Volunteering with direct contact with children
- **Alone:** Volunteering as the sole adult with children, unsupervised with children (i.e., during a field trip) (*Examples are shown in the table below*)

NOT REQUIRING Background Clearances / TB Test	REQUIRING Background Clearances / TB Test
<ul style="list-style-type: none"> • A volunteer is bringing baked goods to the school for a school function. • A volunteer coordinating and maintaining the Scholastic Book Fair. • A volunteer judge for the Spelling Bee. • A volunteer completing classroom tasks at home and returning them to the teacher when dropping of their child(ren) off for school. • Invited guest speakers who attend fewer than (3) AGCS events per school year. • Mystery Readers • Visitors attending an award ceremony or theatrical performance (school events). 	<ul style="list-style-type: none"> • PTO Members • A volunteer helping in the classroom (i.e. homeroom parent) that has direct contact with children and may also be the sole adult with children. • A chaperone for a field trip. While not on school grounds, a chaperone will be alone with children and have direct contact. • A volunteer assisting with cafeteria monitoring. • Volunteering at three (3) or more in-school events during one school year (i.e., Green Gathering, Field Day, and School Dance). • TB test only required for 10 or more hours a week (please contact the office)

TUBERCULIN SKIN TESTING

*****Effective April 2019**, Pennsylvania regulations **do not require** school personnel, including volunteers who provide direct services to students, **to receive a tuberculin skin test** prior to serving at the school.

A TB Test is required ONLY if you meet the criteria below:

A prospective volunteer who will be volunteering more than 10 hours a week must provide a letter, completed and signed by the physician who performed the test, indicating that s/he does not have tuberculosis, to AGCS prior to volunteering. The results letter cannot be older than 3 months prior to submitting to the school.

FREQUENTLY ASKED QUESTIONS

- 1. Why does the school require that volunteers be fingerprinted?** The purpose of the criminal background checks is to ensure that a person is permitted by law to participate in a school setting as a volunteer. Fingerprinting is the most accurate way to collect this information.
- 2. Are out of state clearances acceptable?** No, under the Pennsylvania guidelines, AGCS can only accept clearances administered by Pennsylvania agencies.
- 3. How long are my background clearances, including fingerprints?** As long as your status does not change, (you are not convicted of new crimes, which would prevent you from working with children) you will need to complete background clearances/fingerprinting every 36 months. Clearances must be within 1 year of the date it was issued.
- 4. For some of the volunteer tasks, I'm not sure if I need background clearances, fingerprinting. How can I know?**
Ask yourself:
 - Will I be volunteering on the school grounds on more than three occasions?
 - Will I participate directly with children on the school grounds?
 - Will I be acting as the sole adult, alone, with the children?
 - Will I be responsible for a small group of children on a field trip?
- 5. Will the fingerprinting, and background clearances requirements be tracked? How and by whom?** Yes. The results of these requirements are kept on file at the AGCS main office State Road campus and are entered into PowerSchool.

CLEARANCE LINKS and INFORMATION

Request for Criminal Record Check

<https://epatch.state.pa.us/Home.jsp> - There is no charge for requests made for the purpose of volunteering. The volunteer record check can be made via the PATCH website or by mail using form SP4-164A, "REQUEST FOR CRIMINAL RECORD CHECK, VOLUNTEER ONLY". The SP4-164A form may be downloaded from the home page of this website under the "HELP" drop down menu. The name of the agency or organization for which you will be volunteering must be listed. *subject to change

- If applying on line, Choose Volunteer
- You will receive an instant response to print or save in pdf format
- Print two copies of your results- one for the school and one for your records

Pennsylvania Child Abuse History Clearance

<https://www.compass.state.pa.us/cwis/public/home> ONE Free every 57 months.

- Create a Keystone ID account. Choose Volunteer
- Print two copies of your results – one copy for the school and one for your records.
- **PLEASE remember to double click on your control number to print**

FBI Fingerprinting

Please visit Identogo website for an approved fingerprinting location, current pricing, and to pre-register: <https://uenroll.identogo.com> or call 1-855-845-7434.

- **Please use the code: 1KG6Y3** and choose the *PDE fingerprinting* option.
- You must to bring **acceptable ID** to the fingerprinting site.
- **Please make sure to forward a copy of your fingerprinting results with your UEID# to the school, for your files.**

FORMS/REPORTS TO RETURN TO AGCS

- [Parent Student Clearance Information Form](#)
- [Volunteer Policy Acknowledgement Form](#)
- [Parent Reach Information Sheet](#)
- Pennsylvania State Police Criminal History Report
- Pennsylvania Child Abuse History Clearance
- FBI (Fingerprinting) Criminal History Report
- Tuberculin Skin Test Results Physician Form – only if volunteering more than 10 hours/week