



NORWIN SCHOOL DISTRICT

SAFE KIDS CLEARANCE PROCESSING PROCEDURES

Please be advised that all Volunteers (Assistive/Independent/Chaperones) must have the following clearances that are no more than five (5) years old: **Act 34** (PA Criminal Record), **Act 151** (PA Child Abuse), and the **FBI** Fingerprint clearance. Please note: You may qualify for the **FBI Waiver** if you have been a PA Resident for the past ten (10) consecutive years.

The District has created a new clearance tracking system called **Safe Kids**. All Assistive/Independent/Chaperones Volunteers **MUST** create a Safe Kids account. You will need to have all your clearances in-hand so that you can upload them into the new system. The Safe Kids system will enable district staff to view your clearances in one main database district-wide, as well as provide you with email notification when they are due to expire.

In order to be permitted into a building, or to assist in any way, a District Photo ID Badge or a Certificate of Compliance must be presented each time. Neither of these can be obtained without a Safe Kids account. Once the Safe Kids application has been officially approved by a District staff member, the volunteer will receive a **Certificate of Compliance**, which is to be used to obtain a **District Photo ID Badge**.

A Clearance/Background Check web page has been established for guidance, questions, and step-by-step instructions @ <http://www.norwinsd.org/Page/7829>. Any questions on using the new system may be directed to any Main Office Secretary of a school for which you are volunteering. For the High School, Middle School and Hillcrest, you may contact the Guidance Office for assistance. During the summer months, if you cannot reach a Guidance secretary, you can contact the Main Office Secretary as back-up.

CLEARANCES

Must be renewed every five (5) years

- **Act 34 – Criminal Record Check** - 1-888-783-7972 **FREE FOR VOLUNTEERS**
<https://epatch.state.pa.us/Home.jsp>
- **Act 151 – Child Abuse History Clearance Form** - 1-877-371-5422 **FREE FOR VOLUNTEERS**
<https://www.compass.state.pa.us/CWIS>
- **FBI Fingerprint Clearances** – Cogent Phone: 1-888-439-2486
https://www.pa.cogentid.com/index_pde.htm
You will be automatically directed to the PA Dept. of **EDUCATION**, **NOT** the PA Dept. of Human Services

OR

- **FBI Volunteer Waiver Form** – For Volunteers who have been a PA Resident for past ten (10) consecutive years. (attached)