



NORTH EAST SCHOOL DISTRICT

50 EAST DIVISION STREET • NORTH EAST, PENNSYLVANIA 16428
TELEPHONE (814) 725-8671 • FAX (814) 725-9380

VOLUNTEERING AT NORTH EAST SCHOOL DISTRICT

North East School District welcomes parents and guardians to play an important role in their child's education.

In order for you to volunteer with students, Pennsylvania Law requires that you obtain the following documents and submit them to the school office:

- ☐ Child Abuse History Clearance
- ☐ Criminal History Clearance
- ☐ FBI/Fingerprint Clearance*
- ☐ Form PDE-6004 Arrest/Conviction Report & Certification Form

These required clearances are free of charge to volunteers, and directions to apply are attached. Online application is usually a very quick process. If you do not have internet access, paper forms are available in each school office. Please be aware that paper applications submitted via U.S. mail may take several weeks to be processed.

*Volunteers who have lived in PA continuously for the past ten (10) years may sign a waiver in place of the FBI/Fingerprint Clearance. The waiver form is included with this packet for your convenience.

Clearances must be dated within one year of your application to volunteer, and will be good for five (5) years as long as you volunteer at least once in each of those years.

If you have any questions, please contact your child's school office. We would be very happy to be of assistance.

Thank you very much for your interest in volunteering on behalf of the students of the North East School District. You are greatly appreciated!

Date _____

**NORTH EAST SCHOOL DISTRICT
VOLUNTEER APPLICATION**

School / Department _____

Name _____
Last First

Address _____
Street

City State Zip

Phone _____
Home Cell

Email Address _____

Emergency Contact _____
Name Phone

Do you have a child/children attending NESD? ____ Yes ____ No

Child's Name Homeroom Teacher Grade

Child's Name Homeroom Teacher Grade

Child's Name Homeroom Teacher Grade

Child's Name Homeroom Teacher Grade

If you do not have a child/children attending NESD, what is your relationship with the District?



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NORTH EAST SCHOOL DISTRICT APPLICATION PROCESS

To best ensure that your application packet is complete, please check the following before submitting:

Check List	
<input type="checkbox"/>	Completed Application (Support Staff or Instructional)
<input type="checkbox"/>	PA Child Abuse History Clearance (formerly Act 151)
<input type="checkbox"/>	PA Criminal History Clearance (formerly Act 34)
<input type="checkbox"/>	FBI Fingerprint Clearance (formerly Act 114)
<input type="checkbox"/>	PDE-6004 Arrest/Conviction Report (Act 24) – On district website
<input type="checkbox"/>	Misconduct/Abuse Disclosure (Act 168) – On district website

Please be advised that incomplete applications may delay the hiring process.

Upon hire applicants are also required by PA School Code to obtain a PPD (TB test) and a physical.

For questions, please contact the superintendent's office at 725-8671 ext. 3906 or 3904, or
Email to adminoffice@nesd1.org.

NORTH EAST SCHOOL DISTRICT WEBSITE

Please visit the NESD Website www.nesd1.org

- ✓ Click on **District** →
- ✓ Click on **Employment Opportunities**

Employment Opportunities are listed at the right of the screen.

Please print and complete the appropriate application form:

- ✓ Instructional Staff - PA Standard Teacher's Application OR
- ✓ Support Staff (Non-Instructional)

Scroll down for information regarding online Clearance applications and also to access PDE-6004 and Act 168 Disclosure forms.

Clearances must be dated **within one year of initial hire date.**



ALL APPLICANTS MUST COMPLETE AND SUBMIT THE STATE REQUIRED CLEARANCES

PA Child Abuse History Clearance

www.compass.state.pa.us/cwis

- ✓ Click on **Create a New Account**
- ✓ Click on Next to create a Keystone ID
- ✓ Agree to terms
- ✓ Fill out the online form
- ✓ Use a credit or debit card for \$13 fee (free for volunteers)
- ✓ **PRINT YOUR RESULTS** and submit a copy to the school district

Paper form also available in the business office or may be printed from NESD website and mailed with a \$13 money order to the Department of Public Welfare

The image shows a paper form titled "PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE". It includes sections for personal information, a declaration of truthfulness, and a section for the applicant's signature and date. There are checkboxes for "I am a volunteer" and "I am an employee".

CRIMINAL History Clearance

<https://epatch.state.pa.us>

- ✓ Click on **Record Check** at the top
- ✓ Click on New Record Check
- ✓ Agree to terms
- ✓ Fill out the online form
- ✓ Use a credit or debit card for \$22 fee (free for volunteers)
- ✓ **PRINT YOUR RESULTS** and submit them with your packet. Failure to print this page could result in repeating the process including payment.

Paper form also available in the business office or may be printed from NESD website and mailed with a \$22 money order to the PA State Police in Harrisburg, PA

The image shows a screenshot of the "Pennsylvania Access To Criminal History" website. It displays a "Personal Information" section with fields for Name, Address, Date of Birth, and Social Security Number. There are also checkboxes for "I am a volunteer" and "I am an employee".

***** UPDATED – NEW PROCESS EFFECTIVE DECEMBER 1, 2017 *****

FBI Fingerprint Clearance

<https://uenroll.identogo.com/>

School District Employment - Fee: \$22.60

Enter Code: 1KG6XN

VOLUNTEERS & Minors who have lived in PA continuously for the past 10 years with no incidents may sign a waiver for this clearance

School District Volunteers who do not qualify to waive prints - Enter Code: 1KG6XN

For more information please see the attached pages and/or visit the PDE website:

<http://www.education.pa.gov/Teachers%20-%20Administrators/Background%20checks/Pages/Federal-Criminal-History-Background-Checks.aspx#tab-1>

Fingerprint Locations:

IdentoGo

2323 West 38th Street, Erie PA
(844) 321-2101

Erie County Technical School

8500 Oliver Road, Erie PA
464-8600

Northwest Tri-County Intermediate Unit 5

252 Waterford Street
Edinboro, PA
(814) 734-5610

Act 168 of 2014

SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE

Form available in the business office or may be printed from the NESD website.

Please complete Top and Section 1 of this form for **current employer(s)** regardless of job description / employer **and** any/all previous employers where you worked directly with children as part of the job (regardless of how long ago it was). Submit to Administration Office with application packet. The school district will mail these out on your behalf.

Fingerprint Service Code Form

Service Name: School Districts

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

1KG6XN

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Card/ Document (I-766) with Photo
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate



Don't have access to the Internet? You can still schedule an appointment by calling **844-321-2101**

Name _____

DISCLOSURE STATEMENT APPLICATION for VOLUNTEERS

(WAIVER OF FBI/FINGERPRINT CLEARANCE)

Required by the Child Protective Services Law

23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a certification through the Federal Bureau of Investigation (FBI) as the position that I am applying for is unpaid; **and** I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certificate to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth:

- | | |
|---|--|
| • Chapter 25 (relating to criminal homicide) | • Section 3126 (relating to indecent assault) |
| • Section 2702 (relating to aggravated assault) | • Section 3127 (relating to indecent exposure) |
| • Former Section 2709(b) (relating to stalking) | • Section 4302 (relating to incest) |
| • Section 2709.1 (relating to stalking) | • Section 4303 (relating to concealing death of a child) |
| • Section 2901 (relating to kidnapping) | • Section 4304 (relating to endangering welfare of children) |
| • Section 2902 (relating to unlawful restraint) | • Section 4305 (relating to dealing in infant children) |
| • Section 3121 (relating to rape) | • A felony offense under section 5902(b) (relating to prostitution and related offenses) |
| • Section 3122.1 (relating to statutory sexual assault) | • Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) |
| • Section 3123 (relating to involuntary deviate sexual intercourse) | • Section 6301 (relating to corruption of minors) |
| • Section 3124.1 (relating to sexual assault) | • Section 6312 (relating to sexual abuse of children) |

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

(OVER)

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program activity or service under the Child Protective Services Law as listed above, or am named as a perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable believe that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Printed Name of Applicant/Volunteer

Date

Signature of Applicant/Volunteer

Witness

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by
which you have
been identified: _____

Section 2. Arrest or Conviction

- ☐ By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.
- ☐ By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

- ☐ By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
- ☐ By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<ul style="list-style-type: none"> ▪ Chapter 25 (relating to criminal homicide) ▪ Section 2702 (relating to aggravated assault) ▪ Section 2709.1 (relating to stalking) ▪ Section 2901 (relating to kidnapping) ▪ Section 2902 (relating to unlawful restraint) ▪ Section 2910 (relating to luring a child into a motor vehicle or structure) ▪ Section 3121 (relating to rape) ▪ Section 3122.1 (relating to statutory sexual assault) ▪ Section 3123 (relating to involuntary deviate sexual intercourse) ▪ Section 3124.1 (relating to sexual assault) ▪ Section 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) 	<ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children)
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.