



Northwest Area School District

Clearance Instructions

On December 31st 2014, changes to the Child Protective Services Law became effective. These changes directly impact those who are responsible for children. The change to the law defines the term volunteer as:

“An adult functioning in an unpaid position responsible for the welfare of a child or having direct contact with the child”.

Volunteers play an important role in supporting the staff, students, and programs of the Northwest Area School District. We are very happy that you have expressed an interest in volunteering in our district. It is for the safety and well-being of our students that all individuals who volunteer to work in our school district are in compliance with the latest legalities and mandates from the State. We ask that all parents log on to www.KeepKidsSafe.PA.gov and read the latest information about keeping our students safe. This site will also provide you with many resources.

The following Documents must be on file with the Northwest District prior to the first day of volunteer service.

- Report of Criminal History from the Pennsylvania State Police
- Completed Pennsylvania Child Abuse History Clearance
- Either a Northwest Area School District FBI Clearance Exemption form or a Cogent registration ID (fingerprinting registration number.)

****If you have been a resident of Pennsylvania for the past ten years and complete an affidavit, you do not need to have the fingerprinting.****

Again, thank you for your interest in serving as a volunteer with the Northwest Area School District. These new volunteer clearance requirements further support the Northwest Area School District's commitment to providing a safe, secure, learning environment for our students.

[Clearance Instructions](#)-***Read First***

[Affidavit and Agreement](#)-Needed if a quick start date for volunteering is necessary.

[FBI Clearance Exemption Form](#): If you have been a resident of Pennsylvania during the entirety of the previous ten-year period AND you are not disqualified from service by reason of criminal history then **you DO NOT need to process the FBI clearance.**

[FBI Clearance Registration Website](#): Register using Pennsylvania Department of Education Option. Please note that FBI clearances completed through any other option cannot be accepted.

Once you have registered for you fingerprinting, you will receive a card. Contact the Luzerne Intermediate Unit 18 @ 570-287-9681 or the Bloomsburg University Book Store @ 570-389-4180. ***Remember, you must register through Cogent (see clearance instructions) and have a registration card before you can go to the fingerprinting center.***

[Pa Child Abuse History Report Application](#)- Child Abuse Clearance application.

[State Police PATCH System](#)- Preferred processing method for State Police Clearance

[State Police Clearance Form](#)- Only needed if not using PATCH system.

Instructions for returning the clearances to the district:

Once you have completed the Affidavit and Agreement (volunteers are afforded with 30 days to apply for and obtain your clearances.)

- **Present the completed Affidavit and Agreement to the secretary of the building for which you going to volunteer.**
- **Complete the applications for the required clearances.**
- **When you receive the clearances, return the original to either the District Office or the secretary of your child's school.**

A copy will be made, scanned, and emailed to the District Office where a database will be created and a list of "approved volunteers" will be generated and disseminated to all building in the Northwest Area School District.