

# Procedure to Become an Approved WASD Volunteer:

Apply for clearances directly from the agencies.

1. Act 34: Pennsylvania Criminal History Background Check -  
<https://epatch.state.pa.us/Home.jsp>
2. Pennsylvania Child Abuse History Clearance -  
<https://www.compass.state.pa.us/cwis/public/home>
3. FBI Criminal History Record through Department of Education - Complete ONLY if you have lived in Pennsylvania for less the 10 years.  
[https://www.pa.cogentid.com/index\\_pde.htm](https://www.pa.cogentid.com/index_pde.htm)

## OR

If you have lived in Pennsylvania continuously for the past 10 years, Print and complete the Volunteer Affidavit.

[http://www.wyoarea.org/downloads/general/1516\\_voltaffidavit\\_20150628\\_074732\\_1.pdf](http://www.wyoarea.org/downloads/general/1516_voltaffidavit_20150628_074732_1.pdf)found on our website on the Volunteer page.

4. PDE-6004 - Print and Complete.  
[http://www.wyoarea.org/downloads/general/pde6004\\_20150626\\_155022\\_4.pdf](http://www.wyoarea.org/downloads/general/pde6004_20150626_155022_4.pdf)
5. Online Volunteer form - Please fill out and submit to verify you have read the WASD School Board Policy 916 and 806. Policies and Volunteer form can be found at : <http://www.wyoarea.org/about-us/volunteers/>

When you have received and complete 1-5 you **MUST** bring all five documents to the District Office. DO NOT MAIL the information to the District Office. A district employee will scan the documentation for district files and return the originals to you.

All volunteers that have submitted paperwork will be approved by WASD school board and notified when they are cleared to volunteer.

## Cost of Clearances

- The Criminal History Clearance- Free for volunteers
- The Child Abuse Clearance - Free for volunteers
- The FBI Criminal History Clearance costs \$27.00 through the Pennsylvania Department of Education (PDE) (price may be subject to change)

**Please note:** Clearances will need to be renewed every 60 months (5 years).

Thank you for Volunteering! Our PTA contact for clearances is Michelle Esterbrook (484-269-7753) or [esterbrookm@gmail.com](mailto:esterbrookm@gmail.com) if you need additional help.

To check on the status of your clearances, please call Charmaine Beck in the District Office, 610-374-0739 ext 1117.