

NEW BRIGHTON AREA SCHOOL DISTRICT

3225 43rd Street • New Brighton, PA 15066-2697 (724) 843-1795 • (724) 843-6144 Fax • www.nbsd.k12.pa.us

December 18, 2014

Dear New Brighton Area School District Families & Volunteers,

The New Brighton Area School District greatly appreciates the time, energy, and effort provided by our volunteers. It is our goal to continue to welcome volunteers into the classrooms to enhance the experiences for our students. Recently, the Child Protective Services Law was amended and contains new guidelines for volunteers working within a school or in contact with students. The state continues to issue guidance on the amendments, however the law officially takes effect on December 31, 2014 and the following requirements will be implemented immediately. There will be a distinction between Volunteer and Visitor, but guidance has not been provided by the state as of this letter. Given our proximity to the implementation date, we encourage you to consider your situation and plan accordingly for the new regulations. We will provide additional information as it is received. We aim to provide a safe environment for our students and we appreciate your cooperation in meeting the new guidelines for volunteers within the New Brighton Area School District.

NEW Volunteers (anyone who has not volunteered between July 1, 2014 – December 31, 2014)

1. The Pennsylvania State Criminal History Record (Act 34)
 - a. Log on to <https://epatch.state.pa.us> and select "Submit New Record Check" under credit card users. The charge to the credit card will be \$10. You must record the Control Number verifying your request. Results are available immediately after the registration is completed. The "No Record" certificate can be accessed through the PATCH Record Check screen at <https://epatch.state.pa.us/RCStatusSearch.jsp> and submitting a search request.
 - b. Paper applications are available in the NBASD Central Administration Office, by visiting www.nbasd.org, PA State Police Barracks, or the PA State Police website: www.psp.state.pa.us. The completed application and payment should be mailed to: Pennsylvania State Police Central Repository 164, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758.
2. The Child Abuse History Clearance (Act 151)
 - a. Paper applications (Form CY113) are available in the NBASD Central Administration Office, by visiting www.nbasd.org, or the Department of Human Services website, www.dhs.state.pa.us. Applicants must include a \$10 money order payable to the Department of Public Welfare. No cash or personal checks will be accepted. If you do not receive the Child Abuse History clearance within eight weeks, you should call 717-783-6211.
 - b. Beginning December 31, 2014 the Child Abuse History Clearance may be completed online by visiting <https://www.compass.state.pa.us/CWIS>.
3. FBI Fingerprinting (Act 114) → Must apply under EDUCATION
 - a. Applicants must register online at www.pa.cogentid.com or by phone at 1-888-439-2486. Registration is required prior to visiting a fingerprint site, you can find local sites by visiting the online registration website. The charge to the credit/debit card will be \$28.75 and is payable at www.pa.cogentid.com or by money order or cashier check at

- b. the fingerprint site. Following registration, applicants should visit a fingerprint site of choice. You will be required to show a qualified State or Federal photo identification and will then be electronically fingerprinted. You will receive a form and code that should be returned to NBASD so we can access the results.

4. Reporting

- a. The law requires that any volunteer arrested or convicted of a crime listed in the Child Protective Services Law, or identified as a perpetrator on the State's database, submit written notice to the District within 72 hours of the arrest, conviction, or being named a perpetrator. The written notice should be sent to the Central Administration Office, Attention: Superintendent.

CURRENT Volunteers (volunteers who have participated at least once since July 1, 2014)

1. All of the above mentioned requirements apply, however Items #1-3 regarding clearances will take effect and be required in the District as of July 1, 2015. The reporting requirement outlined in Item #4 is effective on December 31, 2014.

All information submitted with clearances is confidential and will be maintained by the Superintendent's Office. Volunteers should submit the three (3) required clearances in-person or by mail to:

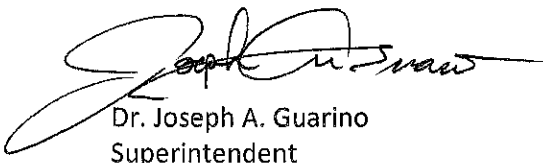
New Brighton Area School District
Attn: Superintendent's Office – Clearances
3225 43rd Street
New Brighton, PA 15066

Please allow time prior to an event to apply for, receive, and submit your clearances. Exceptions cannot be made for volunteers to participate if all clearances are not on file in the District. Finally, we encourage you to always maintain a copy of your submission as proof of receipt.

Please let me reiterate that the District appreciates our volunteers and wishes to continue fostering the spirit of volunteerism in our community. The requirements outlined above are a result of the Child Protective Services Law amendments and are meant to maintain the safety of our students in and around our District. The clearance requirements apply to all volunteers and staff and will remain valid for 3 years, upon which time they will need to be updated. This law continues to evolve and we will provide updates as additional guidance is received. All information will also be posted to our website, www.nbasd.org, and may be found by clicking "District," and then "Employment & Clearances."

On behalf of the entire District, I sincerely thank all of our volunteers for your service. We are here to assist during this transition, please contact us at 724-843-1795 x4 if you require assistance or additional information.

Sincerely,



Dr. Joseph A. Guarino
Superintendent