WARWICK SCHOOL DISTRICT
Human Resources Department
301 West Orange Street
Lititz, PA 17543
(717) 626-3734

PROCESS FOR BECOMING A VOLUNTEER

Please read the following instructions carefully.

In order to be considered a “Volunteer” for the Warwick School District, you will need to provide results for the three attached clearances to the Human Resources Department at the Warwick District Office and be approved by the school board during a Board meeting.

Attached are detailed application instructions for each of the three required clearances. Please follow the instructions carefully. If you check the wrong box or click the wrong link, this could result in a delay of your response or even require completing the clearance a second time thus incurring an additional expense for you.

Pennsylvania Child Abuse History Clearance – FREE for volunteers
When completing this clearance online, you will print the results. When completing this clearance via mail, the results will be mailed to you. In either case, the Warwick School District does not receive a copy. It is your responsibility to provide a copy to the Warwick School District Human Resources Office.

Pennsylvania State Police Criminal Record – FREE for volunteers
When completing this record check online, please be sure to click the “Certification Form” link and print the certification form. It is your responsibility to provide a copy to the Warwick School District Human Resources Office.

FBI Federal Criminal History Record
You must click the Pennsylvania Department of Education (PDE) link when registering for this background check. We will not accept FBI results from the DPW or DOB. After completing the registration process and you have been fingerprinted at one of the specified locations, provide your Registration ID# located on the registration receipt to the District Office. This enables us to access your results electronically.

Once you have supplied the District Office with all three clearances for review, your name will be placed on the school board agenda for approval. Keep in mind that the school board agenda is prepared the Tuesday prior to the school board meeting (one week prior to the meeting). If your documents are not received before the agenda is prepared, you will have to wait for the next school board meeting to be approved. Once approved, you will receive a letter from the board secretary and will be eligible to begin volunteering at Warwick School District. In accordance with Act 153, clearances will need to be renewed every 3 years in order to keep your volunteer status.

Thank you for your interest in serving as a volunteer.
PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

Act 153 requires school district volunteers to obtain an official clearance statement from the Department of Public Welfare. This is free to volunteers.

INSTRUCTIONS

Select one of the following options:

1. Apply online at https://www.compass.state.pa.us/cwis
   - Create a new account (or login if you already have an account)
   - Login and complete the application – results are available immediately
   - Print the results form and provide a copy to the Warwick School District Human Resources Office.

OR

2. For anyone who may not have access to the internet, paper submissions are accepted. Complete Section I of the Child Abuse History Clearance (Form CY113) and submit by mail - results will be mailed to you in 2-3 weeks.
   - VOLUNTEERS ARE NO LONGER REQUIRED TO SUBMIT A COPY OF THE PROCESSED RESULTS OF THEIR "REQUEST FOR CRIMINAL RECORDS CHECK (SP4-164) FROM THE PENNSYLVANIA STATE POLICE OR A COPY OF THEIR FBI RESULTS WITH THEIR PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE APPLICATION. IF THEY RECEIVE COPIES ATTACHED TO THE PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE APPLICATION THEY WILL NOT RETURN THOSE COPIES TO THE APPLICANT.
   - When the results of this request are returned to you, provide the results form to the Warwick School District Human Resources Office.
   - For the status of a request, please call the Department of Public Welfare Childline and Abuse Registry at (717) 783-6211.

This document is required prior to volunteering with Warwick School District.

8/14/2015
PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
INSTRUCTIONS FOR VOLUNTEERS

Pursuant to Act 153, all prospective volunteers of public schools who have or will have direct contact with children are required to submit a report of the prospective volunteer's criminal history record information from the Pennsylvania State Police.

INSTRUCTIONS

Apply for your free record check online at https://epatch.state.pa.us

- Click on "NEW RECORD CHECK (Volunteers only)"
- Read and then check the box for the Volunteer Acknowledgement Section
- Click "Accept"
- Fill in the Personal Information Section
- Click "Next"
- Click "Proceed"
- Fill in the Record Check Request Information Section
- Click "Finished"
- Click "Submit"
- Click on the "Control #" on the Record Check Request Results page
- Click on the words "Certification Form" to print the certification form
- Print and provide a copy of the certification form to Warwick School District Human Resources.

This document is required prior to volunteering with Warwick School District.

*Please note that your free volunteer certificate cannot be used for employment purposes.
PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
INSTRUCTIONS FOR VOLUNTEERS

Pursuant to Act 153, all prospective volunteers of public schools who have or will have
direct contact with children are required to submit a report of the prospective volunteer’s
criminal history record information from the Pennsylvania State Police.

INSTRUCTIONS

Apply for your free record check online at https://epatch.state.pa.us

- Click on “NEW RECORD CHECK (Volunteers only)”
- Read and then check the box for the Volunteer Acknowledgement Section
- Click “Accept”
- Fill in the Personal Information Section
- Click “Next”
- Click “Proceed”
- Fill in the Record Check Request Information Section
- Click “Finished”
- Click “Submit”
- Click on the “Control #” on the Record Check Request Results page
- Click on the words “Certification Form” to print the certification form
- Print and provide a copy of the certification form to Warwick School District Human Resources.

This document is required prior to volunteering with Warwick School District.

*Please note that your free volunteer certificate cannot be used for employment
purposes.