The Academy classifies volunteers into two categories: **Limited Contact Volunteers**, and **Substantial Contact Volunteers**. While some examples are provided below for illustrative purposes, only a Head of School, the Academy President, or the Chief Financial Officer may make the determination of whether an individual volunteer falls into the “Limited” or “Substantial” contact category.

Individuals designated as **Substantial Contact Volunteers** meet the criteria under Act 153 and are therefore required to complete and submit the clearances listed below. The reverse side of this **Substantial Contact Volunteer Registration Form** must be completed, signed, and presented to the Head’s Office, along with current legal identification and documentation of the required clearances, prior to beginning any volunteer services. Complete instructions on the completion of each clearance are attached.

1. Act 114 FBI Criminal History Report (approx. $22) *
2. 151 Pennsylvania Child Abuse Clearance (no cost for volunteers)
3. Act 34 Pennsylvania Criminal History Check (no cost for volunteers)

* The Act 114 FBI Criminal History Report can be waived if the volunteer is unpaid, can prove that he/she has lived in Pennsylvania continuously for at least ten (10) years, and signs an affidavit that he/she has not committed certain crimes elsewhere. Volunteers who have not resided in Pennsylvania for at least ten (10) years but have obtained their FBI Criminal History Report since establishing residency are not required to obtain another Report but must provide a copy of it to the Academy.

Volunteers are required to obtain new clearances every five (5) years. You are also required to notify the Academy within 72 hours if you are arrested for or convicted of an offense that would constitute grounds for denying participation as a volunteer, or you are named as a perpetrator in a child abuse report. Willful failure to do so has criminal implications and may jeopardize your ability to volunteer with the Academy.

A **Substantial Contact Volunteer** is defined as any adult individual who:

1. Provides voluntary, unpaid services to the Academy
2. Works under the general direction and supervision of an Academy employee
3. Is reasonably likely to have direct contact with a student while performing his/her volunteer service without direct supervision by an Academy employee
   **AND/OR**
4. Provides volunteer service (regardless of nature) exceeding ten (10) days OR thirty (30) hours throughout the school year.

Some examples of substantial contact volunteers may include individuals who:

- Chaperone overnight field trips
- Provide regular mentorship or coaching support for teams or extracurricular activities
- Assist in the costuming, choreography, or other aspects of student productions
Registration Date: ___________________
Academy Division: ____________________________
Volunteer Activities: __________________________________
________________________________
________________________________
________________________________
________________________________

Volunteer’s Name: ____________________________________________
Address: ________________________________ Phone: ________________________________
__________________________________ Alternate Phone: __________________________
__________________________________ Email Address: ____________________________

I certify that the information I have furnished is accurate and truthful to the best of my knowledge and belief. I hereby authorize Shady Side Academy to investigate any or all statements I have made with the understanding that any misrepresentation may be considered cause to bar me, temporarily or permanently, from any/all volunteer activities.

Volunteer Signature: __________________________________________
Print Name: _________________________________________________
Date: _____________________________________________________

FOR ADMINISTRATIVE USE
I certify that the above-named individual is accepted as a volunteer and that his/her participation in the above-named volunteer activities falls into the category of Substantial Contact Volunteer. I further certify that the above-named individual has provided documentation of the clearances required under Pennsylvania law.

Administrator Signature: ______________________________________
Print Name: _________________________________________________
Print Title: _________________________________________________
Date: _____________________________________________________
INSTRUCTIONS FOR STATE MANDATED CLEARANCE FOR VOLUNTEERS

CHILD ABUSE CLEARANCE HISTORY

You may apply for the Child Abuse History Clearance online: https://www.compass.state.pa.us/CWIS

Alternatively, you may choose to do so through paper submission:
ChildLine and Abuse Registry
Pennsylvania Department of Human Services
PO Box 8170
Harrisburg, PA 17105

1. The instructions for how to complete the Pennsylvania Child Abuse History Clearance application are now included on the last page of the application and can be printed for easy reference when completing the application. Failure to comply with the instructions that are attached to the application will cause considerable delay in processing the results.
2. Applicants can now type their information directly onto the application or the information can be hand written onto the application.
3. If the information is typed directly onto the application, the information will NOT be able to be saved on a computer unless the computer has a licensed version of the acrobat adobe software. Therefore, please be sure to print the completed application before closing the document so that the information typed on the application is not lost.
4. If you have trouble accessing the application you may need to download the latest version of Adobe Reader, which is available free on the internet.

NOTE: ALL information that has been entered directly onto the application will be lost if you close the application prior to printing it (if your computer does not have a licensed version of the Acrobat Adobe software). Once the application is received in the ChildLine and Abuse Registry’s Verification Unit, the results of the Pennsylvania Child Abuse History Clearance will be mailed to the applicant’s address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit.

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS

Link: Pennsylvania State Police Request for Criminal record Check Form (SP4-164)

Applicants can also go to the Pennsylvania Access to Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at: https://epatch.state.pa.us/Home.jsp

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.

Continued on reverse.
IF YOU ARE APPLYING FOR A PAID VOLUNTEER POSITION OR HAVE LIVED OUTSIDE OF THE COMMONWEALTH OF PENNSYLVANIA IN THE PAST 10 YEARS, YOU MUST COMPLETE THE FBI CRIMINAL HISTORY REPORT:

The Pennsylvania Department of Human Services is utilizing Cogent Systems to process fingerprint-based FBI criminal background checks. The fingerprint based background check is a multiple step process. To register and schedule a fingerprinting appointment, go to https://uenroll.identogo.com and enter the service code 1KG6Y3.

If you have lived outside of Pennsylvania in the past ten years, but have obtained an FBI Criminal History Report since establishing Pennsylvania residency, you need not repeat the process but you must provide a copy of that Report.

IF YOU HAVE LIVED IN THE COMMONWEALTH OF PENNSYLVANIA CONTINUOUSLY FOR THE PAST 10 YEARS:

In lieu of the FBI Criminal History Report, you may read and sign the attached affidavit.

You are required to notify the Academy within 72 hours if you are arrested for or convicted of an offense that would constitute grounds for denying participation as a volunteer, or you are named as a perpetrator in a child abuse report. Willful failure to do so has criminal implications and may jeopardize your ability to volunteer with the Academy.
I, the undersigned, do hereby declare and state the following based upon personal knowledge:

1. That I have been a resident of Pennsylvania for the entire previous ten (10) years and have not been convicted of any of the following offenses:
   a. An offense under one or more of the following provisions of title 18 of the Pennsylvania Consolidated Statutes:
      i. Chapter 25 (relating to criminal homicide)
      ii. Section 2702 (relating to aggravated assault)
      iii. Former Section 2709(b) (relating to stalking)
      iv. Section 2709.1 (relating to stalking)
      v. Section 2901 (relating to kidnapping)
      vi. Section 2901 (relating to unlawful restraint)
      vii. Section 3121 (relating to rape)
      viii. Section 3122.1 (relating to statutory sexual assault)
      ix. Section 3123 (relating to involuntary deviant sexual intercourse)
      x. Section 3124.1 (relating to sexual assault)
      xi. Section 3125 (relating to aggravated indecent assault)
      xii. Section 3126 (relating to indecent assault)
      xiii. Section 3127 (relating to indecent exposure)
      xiv. Section 4302 (relating to incest)
      xv. Section 4303 (relating to concealing death of child)
      xvi. Section 4304 (relating to endangering welfare of children)
      xvii. Section 4305 (relating to dealing in infant children)
      xviii. A felony offense under Section 5902(b) (relating to prostitution and related offenses)
      xix. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
      xx. Section 6301 (relating to corruption of minors)
      xxi. Section 6312 (relating to sexual abuse of children)
      xxii. The attempt, solicitation, or conspiracy to commit any of the above offenses
   b. 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.”
   c. An offense similar in nature to those crimes listed in clauses (a) and (b) above 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 the Commonwealth of Pennsylvania.
2. That I have never been named as the perpetrator of a founded report or named as the individual responsible for injury or abuse in a founded report. The term “founded report” means a child abuse report involving a perpetrator, in any of the following applies:
   a. There has been a judicial adjudication based on a finding that a child who is a subject of the report has been abused and the adjudication involves the same factual circumstances involved in the allegation of child abuse. The judicial adjudication may include any of the following:
      i. The entry of a plea of guilty or nolo contendre;
      ii. A finding of guilt to a criminal charge;
      iii. A finding of dependency if the court has entered a finding that a child who is the subject of the report has been abused; or
      iv. A finding of delinquency if the court has entered a finding that the child who is the subject of the report has been abused by the child who was found to be delinquent;
   b. There has been an acceptance into an accelerated rehabilitative disposition program and the reason for the acceptance involves the same factual circumstances involved in the allegation of child abuse;
   c. There has been a consent decree entered in a juvenile proceeding, the decree involves the same factual circumstances involved in the allegation of abuse and the terms and conditions of the consent decree include an acknowledgement, admission or finding that a child who is the subject of the report has been abused by a child who is alleged to be delinquent; or
   d. A final protection from abuse order has been granted, when the child who is a subject of the report is one of the individuals protected under the protection from abuse order and:
      i. Only one individual is charged with the abuse in the protection from abuse action;
      ii. Only that individual defends against that charge;
      iii. The adjudication involves the same factual circumstances involved in the allegation of child abuse; and
      iv. The protection from abuse adjudication finds that the child abuse occurred.

I verify that the statements made in this Affidavit are true and correct. I understand that false statements on this Affidavit will subject me to immediate termination of my services to Shady Side Academy and to the penalties of 18 Pa.C.S.A. §4904, relating to unsworn falsification to authorities.

Volunteer Signature: __________________________________________________________

Print Name: ________________________________________________________________

Date: _____________________________________________________________________
Approved Child Abuse Recognition and Reporting Training for Mandated Reports:

1. Go to https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=2_1 *If this is your first time registering for the course, complete steps 2-4. If you already have a user name and password, skip to step 5.
2. Click the “Registration” link in the blue bar across the top
3. Enter the requested personal information
4. You will be assigned a username and password
5. Return to the welcome page and login with the username and password provided in the previous step
6. Click on the link for the course “Recognizing and Reporting Child Abuse”
7. You will need to disable the pop-up blocker in your browser in order to launch the course.
8. The course is presented in 10 sections; navigate through them at your own pace. At the end of each section you will have the opportunity to save your progress and exit, to continue at a later time.
9. The course will take between one and two hours to complete.
10. During Section 9, you will learn how to report suspected abuse to ChildLine through the self-serve system. The web site and account used for reporting are the same as those used for obtaining the PA Child Abuse History Clearance as described below.
11. Upon completing the course and the survey, enter your full name on the signature page.
12. Print your certificate of completion and submit a scanned copy to clearances@shadysideacademy.org. Retain a copy for your own records. AN EXAMPLE OF WHAT THE CERTIFICATE LOOKS LIKE IS ATTACHED TO THE EMAIL ACCOMPANYING THESE INSTRUCTIONS.
13. Certificates when printed, must have all language/words visible and legible and no part of the certificate is to be cut off, preventing visibility of any of its contents.

PA Child Abuse History Clearance:

1. Go to https://www.compass.state.pa.us/cwis/public/home *If this if your first time on the site, complete steps 2-7. If you already have your login information, skip to step 8.
2. Choose “create individual account” and enter the requested information.
3. Check your email for a message with a temporary password.
4. Return to the link above, choose “login.”
5. Enter the Keystone ID (aka username) you created in the first step and the password sent in the email.
6. When prompted, change your password to something of your choice – note the very specific security requirements listed for your password.
7. Be sure to keep track of your login information – you will need to access this account should you ever have cause to report suspected abuse.
8. Login again with your Keystone ID and newly created password.
9. Accept the terms & conditions and move on to submitting your clearance request.
10. Choose “school employment” or “volunteer”, as appropriate, as the reason for your request.
11. Complete the application. Be prepared to enter every previous name you’ve ever used, every previous address you’ve ever lived at, and every person with whom you’ve ever lived. They will accept partial information if you don’t remember all the exact addresses.

12. Review your information and continue to the payment screen.

13. Enter your credit card information to pay the $8 fee (if you are an employee – there is no cost for volunteers)

14. Print and retain your confirmation.

15. Once submitted & processed, you’ll be able to access your results through this account. **EXAMPLES OF WHAT THESE CERTIFICATES LOOK LIKE ARE ATTACHED TO THE EMAIL ACCOMPANYING THESE INSTRUCTIONS.**

16. Please note that there are several versions attached. Yours may vary depending on when, how and where you obtained it. Any of the three formats attached are acceptable, but all information must be clear, legible and visible. Print your results and submit a scanned copy to clearances@shadysideacademy.org. Retain a copy for your own records.

**PA state criminal history check:**

1. Go to [https://epatch.state.pa.us/](https://epatch.state.pa.us/)
2. Choose “submit a new record check.”
3. Accept the terms and conditions.
4. Click the button for “Submit a New Record Check” if you are an employee, or “New Record Check (Volunteers Only)” if you are a volunteer.
5. Enter your name, address, SSN, and any other names you have used (e.g., maiden name, previous married name, or aliases/nicknames.)
6. Enter your credit card information to pay the $22 fee (if you are an employee – there is no charge for volunteers)
7. Print and retain your confirmation.
8. The next screen will show the control #, your name, the date of request and the status. Double click the control number.
9. This screen will show the same information and method of payment along with some other personal information and will have “certification form” written in blue above a “back button.” Double click “certification form.”
10. A pop-up screen regarding formatting may appear – click “ok”
14. This screen is the official result of your background check and is the only piece that is valid for submission. Without this form, your record will not be considered complete. **Please print it out the seal must be visible and legible in the printed copy for it to be valid.** If your printer is unable to do this, or you cannot print, please save as a pdf and e-mail to yourself and then print from an SSA printer. **AN EXAMPLE OF WHAT THE CERTIFICATE LOOKS LIKE IS ATTACHED TO THE EMAIL ACCOMPANYING THESE INSTRUCTIONS.**

**FBI fingerprint check:**

1. Go to [https://uenroll.identogo.com](https://uenroll.identogo.com)
2. Enter the appropriate service code. NOTE: You must be accurate with your service code. WE CANNOT ACCEPT a volunteer clearance for a paid employee.
   a. **EMPLOYEES:** 1KG6V5
   b. **VOLUNTEERS:** 1KG6Y3
3. Follow the site instructions to choose a location and schedule an appointment for your fingerprinting.
4. The confirmation screen will list the date, time and location of your appointment; identification documents you will need to bring, and the cost of the fingerprinting, which you will pay in person at the time of your appointment. Three is a slightly reduced rate for volunteers.
5. Within a few days after completing your fingerprints, you should receive an email with your unofficial results. NOTE: the link provided for your results is valid once only and expires quickly – please follow the link and download your results as quickly as possible. Provide these results to the Academy either in person at Bayard House, Senior School campus or via email at clearances@shadysideacademy.org.
Certificate of Completion

Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania

Meets ACT 31 of 2014 training requirements

3 continuing education hours

Presenter:
University of Pittsburgh School of Social Work, PA Child Welfare Resource Center
403 East Winding Hill Road, Mechanicsburg, PA 17055

Presented to:
Last Name, First Name

on the date:
MM/DD/YYYY

Provider Number: CACE000004
CE Course Number: PCW000001

MaryRose McCarty, Director
PA Child Welfare Resource Center

Tracy Barks, Director of Continuing Education
School of Social Work
The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Public Welfare’s statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY: Commonwealth of Pennsylvania
Department of Public Welfare
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105–8170
(717) 783–6211
The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing the applicant as a perpetrator of an Indicated orFounded report of child abuse.

Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT
PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Public Welfare's statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY Commonwealth of Pennsylvania
Department of Public Welfare
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT.
Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [Last Name, First Name]
Date of Birth: [MM/DD/YYYY]
Social Security #: [xxx-xx-] [Last 4 of SS #]
Sex: Unknown
Race: Unknown
Date of Request: [MM/DD/YY] 03:11 PM
Purpose of Request: Employment

Maiden Name and/or Alias (1) (2) (3) (4)

*** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL # [R

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (https://epatch.state.pa.us/RCStatusSearch.jsp) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST, PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:

[Signature]

Corporal Bradley Timbrell, Acting Director
Criminal Records and Identification Division
Pennsylvania State Police

DISSEMINATED BY: SYSTEM
05/05/2016 03:12 PM
Pennsylvania Department of Education
School Services Unit
333 Market Street
Harrisburg, PA 17126-0333

Dear Applicant,

Enclosed is the unofficial copy of the results of your federal criminal history background check, your federal Criminal History Record Information (CHRI). You requested this copy when you registered to be fingerprinted. This copy is for your use only and cannot be used as the official copy that is to be reviewed by your prospective employer.

Pennsylvania law, Act 114 of 2006, requires prospective employees of all public and private schools and their contractors, who will have contact with children, to obtain a federal background check prior to employment. The applicant must provide a report that is no more than one year old to their employer; the report must be provided in a manner prescribed by the Department of Education (PDE). PDE established an all electronic system for obtaining federal background checks, effective December 1, 2008. The new system enables Administrators of public and private schools and Teacher Training Institutions to review the official CHRI online. Under this new system, applications and results are being processed much more efficiently.

Applicants for employment to any public school or private school or their contractor(s) must include their Registration ID number with their employment application. The Administrator of the public or private school will use your Registration ID number to locate your CHRI in the secure, online system. Under Act 114 and Section 1-111 of the PA Public School Code, it is the responsibility of the Administrator to review the CHRI and make a determination as to your fitness to work in a position that places you in contact with children. If you are hired by the public school, private school or the contractor, a copy of the CHRI will be kept in the school’s files. If you are approved for student teaching, a copy of your CHRI will be kept in a file at your college/university by the Teacher Training Institution Administrator. The official CHRI in the electronic system will be deleted 12 months from the date you were fingerprinted.

Information on Act 114 of 2006 and how it applies to you, including Frequently Asked Questions and Answers can be found on the Department of Education’s website at: www.pde.state.pa.us . The PDE’s School Services Unit oversees the process, and can be contacted at: RA-PDE-SchoolServices@state.pa.us.
CIVIL APPLICANT RESPONSE

ICN E2015037000000137041 CIDN OCA
Last 4 of SS#
MNU W 603 1971/08/30
Last Name First Name
SOC XXX XX SEX M
YYY/MM/DD

A SEARCH OF THE FINGERPRINTS ON THE ABOVE INDIVIDUAL HAS REVEALED NO PRIOR ARREST DATA.

CJIS DIVISION
2015/02/06 FEDERAL BUREAU OF INVESTIGATION

3M COGENT
STE A
5025 BRADENTON AVE
DUBLIN, OH 43017

PAE XXXXXXXXXXXX
Enclosed is the unofficial copy of the results of your federal criminal history background check, your federal Criminal History Record Information (CHRI).

Applicants for employment to any public school or private school or their contractor(s) must include their UE ID number with their employment application. The Administrator of the public school or private school will use your UE ID number to locate your CHRI in a secure, online system. Under Section 1-111 of the PA Public School Code, it is the responsibility of the Administrator to review the CHRI and make a determination as to your fitness to work in a position that places you in contact with children. If you are hired by the public school, private school or the contractor, a copy of your CHRI will be kept in the school's files. If you are approved for student teaching, a copy of your CHRI will be kept in a file at your college/university by the Teacher Training Institution Administrator. The official CHRI in the electronic system will be deleted five years from the date you were fingerprinted.

Information on Pennsylvania's school background check law and how it applies to you, including Frequently Asked Questions and Answers can be found on the Department of Education's website at: www.education.pa.gov. The PDE's School Services Unit oversees the process, and can be contacted at: RA-PDE-SchoolService@pa.gov.
A SEARCH OF THE FINGERPRINTS ON THE ABOVE INDIVIDUAL HAS REVEALED NO PRIOR ARREST DATA.

TNIBT009Z
MORPHO TRUST USA LLC
STE 100
1255 23RD ST NW
WASHINGTON, DC 20037