



ADMINISTRATION BUILDING
830 OLD CLAIRTON ROAD
JEFFERSON HILLS, PA 15025
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www.wjhsd.net

WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

Visitor/Parent Volunteer Information

VISITOR: A guest who visits the school and who operates under the supervision of a West Jefferson Hills School District employee for a single event or one of limited duration. Examples of this type of visitor or guest include, but are not limited to speakers, presenters, and classroom readers.
No clearances are required for VISITORS.

VOLUNTEER: A school volunteer is someone who has regular interaction with students, has the opportunity to be alone with students, may be responsible for students' welfare or may have direct volunteer contact with students, as defined under the law. Examples of this type of volunteer include, but are not limited to homeroom parents, classroom party helpers, field trip volunteers, athletic volunteers, band chaperones, etc.

The following clearances are required for VOLUNTEERS:

- Volunteer Criminal Record Check clearance
- Volunteer PA Child Abuse Clearance
- FBI Fingerprinting clearance

Clearance directions are attached. Clearances are valid for five years.

Any questions can be directed to Elizabeth Greives in Human Resources - egreives@wjhsd.net
412-655-8450 x2226

Reviewed 9/7/2022

INSTRUCTIONS FOR COMPLETING REQUIRED VOLUNTEER CLEARANCES

To complete the Pennsylvania Criminal Record Check clearance:

- *Log onto <https://epatch.pa.gov> and then click on NEW VOLUNTEER RECORD CHECK
- *Follow the directions on website for applying
- *Remember to select Volunteer as the purpose for the clearance
- *Print Certification form

To complete the Pennsylvania Child Abuse Clearance:

- *Log onto <https://www.compass.state.pa.us/cwis/public/home>
- *Click on Create Individual Account
- *Follow the steps to create a Keystone ID
- *Once you create your Keystone ID, return to <https://www.compass.state.pa.us/cwis/public/home> and click on Individual Login
- *Follow the directions to complete the application
- *Remember to select "Volunteer" as the purpose for the clearance
- *When you are notified that your application is complete via email, please print a copy

Enter your Service Code to get started.

Check Code

IdentoGO has a growing number of enrollment locations across the U.S. to meet your identity-related needs.

Check the Status of your Service
Check the status of your enrollment registration here.
For assistance help, call 800-947-7434

Manage an existing Appointment
Reschedule an existing appointment or schedule a new one.

We provide the following additional services:

State History Checks
Request a copy of your own history from a participating state.

Fingerprint Cards
Request your fingerprint cards for a fingerprint card (0-294)

Photo Services
Visit professional 3D photos for passport and visa documents.

Service Code Lookup

Your Service Code is **1KG6XN**

We encourage you to provide enrollment services for all states or agencies nationwide. (The final step to ensure you should be the correct service is to obtain the correct Service Code directly from your agency or firing organization. You are responsible for ensuring you email for the correct service.)

Should you enroll for the wrong service, your record cannot be transferred, you will be required to enroll again, and you will incur additional costs for doing so. If you are uncertain this is the correct Service Code, please contact your agency or firing organization directly.

1KG6XN - Pennsylvania PDE-School Districts

Click to Home

- Schedule or Manage Appointment**
Schedule an appointment or change an existing appointment.
- What do I need to bring to enrollment?**
Find out which documents you need to bring to the enrollment center to facilitate processing.
- Locate an Enrollment Center**
Locate and get directions to an enrollment center near you.
- Submit A Fingerprint Card by Mail**
Complete the pre-submission information necessary to submit a fingerprint card enrolled by mail.



Check the Status of your Service
Check your status or review your enrollment registration here.
For assistance help, call 800-947-7434



Manage an existing Appointment
Reschedule an existing appointment or schedule a new one.

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Required Fields

Please enter your information below (letters, spaces, hyphens (-) and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact MTC / Date of Birth

Legal name must match exactly all identification documents brought to enrollment.
 Supplement the phone numbers and/or email address provided below. We will not be able to update your information during your enrollment enrollment.

Legal Name

Date of Birth

Method of Contact (email is required)

FBI FINGERPRINT CLEARANCE

Effective November 28, 2017 the PDE has changed vendors for FBI fingerprint clearance processing from Cogent to IDEMIA.

<https://uenroll.identogo.com/>

Cost is \$22.60

Registration is required in order to have fingerprints taken.

1. Go to IDEMIA's website: <https://uenroll.identogo.com/>
2. Enter Service Code "1KG6XN"
3. Press Continue
4. Select Schedule or Manager Appointment
5. Enter Name, Birthdate, Email and Phone number

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Agency Identifiers

Create a security question

Use your background check or corporate ID, but be careful not to include your question in your background check or corporate ID information.

Enter an answer for your security question

Use an answer that is not a name, a date, a number, a social security number, your address, phone number, or email.

Back Next

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

Country of Birth

City of Birth

Country of Citizenship

Choose One

Back Next

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

Have you ever used an alias?

Yes No

Is your mailing address the same as your residence address?

Yes No

Are you using an alternate email (not a company email) that you will be using as a method of payment? (NOTE: Please enter last names only. Not available to enter on the mobile app or the mobile app interface.)

Yes No

Back Next

Please enter your information below (letters, spaces, hyphens (-) and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

DOB

Height

Weight

Hair Color

Eye Color

Preferred Language (receptive & other communication)

Gender

Race

Ethnicity

English

Choose One

Choose One

Choose One

Back Next

FBI FINGERPRINT CLEARANCE CONT.

- 6. Create a Security Question and Answer (notate for future reference)
- 7. Enter Citizenship Information
- 8. Enter answers to Personal Questions
- 9. Enter Personal Information

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Address

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

Country

Address Line 1

Address Line 2

City

Postal Code

Back Next

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FBI FINGERPRINT CLEARANCE CONT.

10. Enter Address

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Documents

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

Document

Select the reason you are enrolling and then match the name of all documents selected.

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12. Choose Document that you will bring with you for ID

13. Select Location

14. Schedule Appointment

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Location

Enter a Postal Code, City, Airport Code or Special Location Access Code to 'Search' for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date and time on the following pages, in order to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code

Number of Results: 5

15108

Location	Address	Next 7 Days	Distance
Pittsburgh, PA	6108 Perry Hwy	0 appointments available	8.8 mi
Westford, PA	10521 Perry Hwy	0 appointments available	9.83 mi
Monaca, PA	147 Foster Ave	0 appointments available	12.24 mi
Pittsburgh, PA	1059 Westborough Way	104 appointments available	15.49 mi
Onawanda, PA	3011 Friverton Rd	0 appointments available	18.27 mi

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15. Submit Registration

16. Print Confirmation

17. Payment is processed when prints are taken

18. Provide UEID to employer once prints have been processed

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Date and Time

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below to select another location.

Appointment Date and Time (first available displayed by default)

Select Date: Choose One

Select Time: Choose One

Walk In

Note: Scheduled appointments take priority over walk-ins.

Location Details:

9 15108 Perry Hwy Pittsburgh, PA 15127

Back Submit

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