

ADMINISTRATION BUILDING 830 OLD CLAIRTON ROAD JEFFERSON HILLS, PA 15025

PHONE: 412-655-8450 FAX: 412-655-9544 www.wihsd.net

WEST ELIZABETH - IEFFERSON 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@wihsd.net 412-655-8450 x2226

Reviewed 9/7/2022

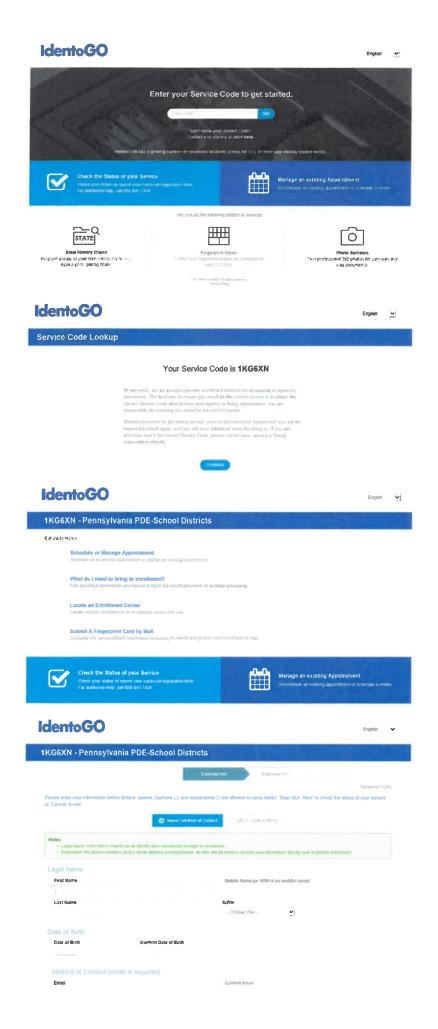
INSTRUCTIONS FOR COMPLETING REQUIRED VOLUNTEER CLEARANCES

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



FBI FINGERPRINT CLEARANCE

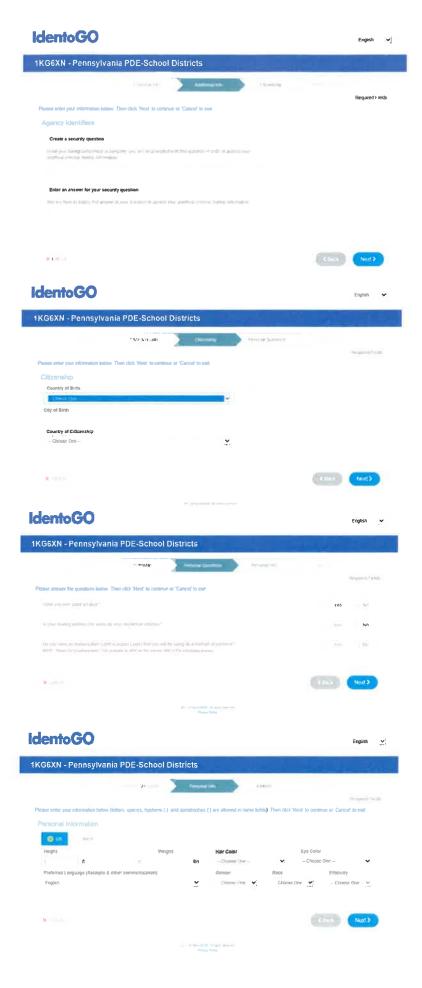
Effective November 28, 2017 the PDE has changed vendors for FBI fingerprint clearance processing from Cogent to IDEMIA.

https://uenroll.identogo.com/

Cost is \$22.60

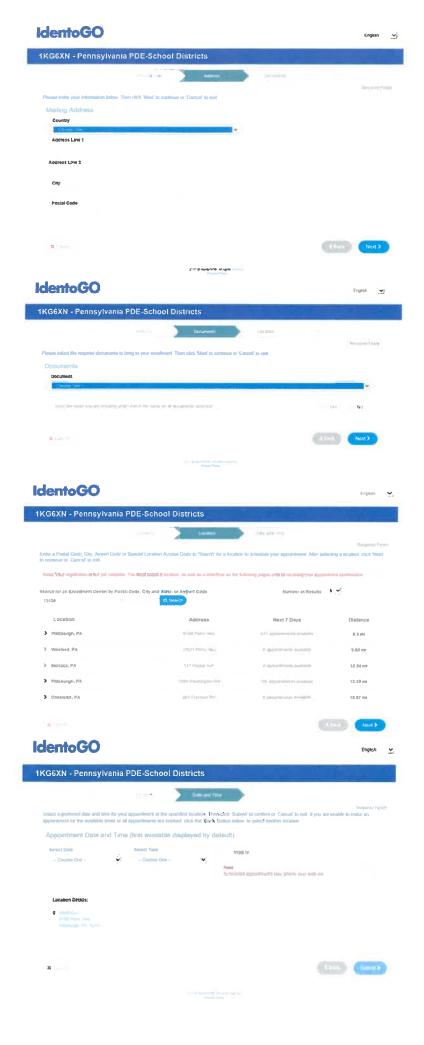
Registration is required in order to have fingerprints taken.

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



FBI FINGERPRINT CLEARANCE CONT.

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



FBI FINGERPRINT CLEARANCE CONT.

- 10. Enter Address
- 12. Choose Document that you will bring with you for ID
- 13. Select Location
- 14. Schedule
 Appointment
- 15. Submit Registration
- 16. Print Confirmation
- 17. Payment is processed when prints are taken
- 18. Provide UEID to employer once prints have been processed