



St. Stephen's Episcopal School

215 North Front Street, Harrisburg, PA 17101-1407

Dear Parent/Guardian,

Under a new law in Pennsylvania, beginning July 1, 2015, any **adult** applying for an unpaid position as a volunteer responsible for the welfare of a child or having direct contact with children must obtain the first 2 clearances listed below (A and B). Below is an example of some of the volunteer opportunities at St. Stephen's that will require these clearances. This is not a complete list and you may be requested to obtain these clearances in other instances. Clearances are valid for 5 years.

- Field Trip Chaperones
- Junior Achievement Volunteers
- Environmental Education Chaperones
- Book Fair Volunteers
- Classroom Volunteers
- Student Aide Volunteers

THE FOLLOWING 2 CLEARANCES MUST BE RECEIVED **PRIOR TO ANY VOLUNTEER ACTIVITY AT ST. STEPHEN'S SCHOOL. IF YOU DO NOT HAVE THESE CLEARANCES PRIOR TO THE ACTIVITY, YOU WILL NOT BE ABLE TO PARTICIPATE.**

A. Report of Criminal History for the PA State Police

As of July 25, 2015, this clearance will be free for those applying as a volunteer.

1. Log in to the following website: <https://epatch.state.pa.us/Home.jsp>.
2. Click on "Submit a New Record Check" and follow the directions.
3. Be sure to mark that this is for a volunteer position.

B. Child Abuse History Clearance

As of July 25, 2015, this clearance will be free for those applying as a volunteer.

**Log in to the following website: <https://www.compass.state.pa.us/cwis/public/home> and follow the directions. You will need to create a login and password. Be sure to keep this information in a safe place for future use.

**BE SURE TO KEEP A COPY OF EACH OF THESE FORMS FOR YOUR RECORDS
AND RETURN A COPY TO THE SCHOOL OFFICE**

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Website: www.sseschool.org Visit Us on Twitter and Facebook

Celebrating Diversity, Values, Excellence, and the Special Gifts of each child in the Heart of Downtown Harrisburg.