



Eleanor C. Emlen Elementary School

6501 Chew Ave.
Philadelphia, PA 19119
School: 215-951-4010

Fax: 215-951-4131

Tammy D. Thomas, Principal

November 2015

Information and Stepper Sheet for Emlen School Volunteers

The School District of Philadelphia can no longer allow parents to chaperone trips or volunteer in the school or classroom without verifying that they have current clearances on record at the school.

Which clearances are needed?

- Report of criminal history from the Pennsylvania State Police and
- Child Abuse History clearance from the Department of Human Services

Additionally a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if:

- You have lived OUTSIDE the state of Pennsylvania in the last 10 years.
- If you have lived IN Pennsylvania for the past 10 years you DO NOT need to be finger printed

For Volunteers the cost of the Criminal Clearance and Child Abuse Certificate is Free!
If you need the FBI Fingerprint certification the cost is \$25.75 through DHS or \$27.00 through the Pennsylvania Department of Education.

Directions to Obtain Child Abuse Clearance

1. <https://www.compass.state.pa.us/cwis/public/home>
2. Create Individual Account
3. Create Keystone ID
4. You will need to log back in using this information
5. Continue to Follow Directions

Directions to Obtain Criminal History Clearance

1. <https://epatch.state.pa.us/Home.jsp>
2. Click New Record Check in Yellow (Volunteers Only)
3. Check Box and Accept Volunteer Acknowledgement Section
4. Fill Out Personal Information and Hit Next
5. Continue to Follow Directions

Directions to Obtain FBI Fingerprint Check (if you have lived outside of PA in the last 10 years)

1. <https://www.pa.cogentid.com/index.htm>
2. Click Register for Background Check
3. Click Notice Box and hit Continue
4. Click Box that says you have read and accepted terms and hit Continue
5. Fill out Registration Information and Payment
6. https://www.pa.cogentid.com/ohio/PDE/PDE_regions/reg_26.htm - find a Fingerprint Service center and take your receipt there

*If you need assistance or computer access to register for these clearances you may come to Emlen School on November 9 at 10am and Mr. Coats will assist you with this process.