

REQUIREMENTS FOR PARTNERS

In order for a partner program to be compliant with the District's policies, the program should:



Have a fully-executed **legal agreement** in place with the District.

Submit a valid **certificate of insurance** and **additional insured endorsement**.

Submit **Partner Staff Clearance Datasheet(s)**, **background clearances** and **mandated reporter training certificates** for all staff who will be working in District schools on an on-going basis.

REQUIREMENTS FOR PARTNERS

Legal Agreement

Partner programs must have a fully-executed legal agreement in place with the District.

For many school-based partners, the [School Partner Agreement \(SPA\)](#) is likely the easiest and most efficient option for satisfying this requirement.

What is the SPA?

A District level agreement that speaks to partnership expectations and required documentation for school-based partners. This is an online agreement that's easy to complete, and executed using an electronic signature.

What type of organization should complete the SPA?

School Partner organizations, define as:

- **Formal entities** (nonprofit organizations, private corporations, and government agencies),
- Providing **high-quality and ready-to-implement** programs or services on a **recurring basis**,
- **Within** District school communities,
- **At no cost** to the District or its schools.

Questions? Contact Marianna Sann at msann@philasd.org.

Insurance

School Partners must provide evidence of insurance coverages specified below:

Certificate of Insurance must include the following coverages:

- **Commercial General Liability Insurance**
- **Professional Liability Insurance**
 - **Educator's Legal Liability Insurance**
- **Sexual Molestation Coverage**
- **Workers' Compensation**
- **Automobile Liability Insurance**

In addition to the Certificate of Insurance, partners must obtain an **Additional Insured Endorsement** from their insurance provider.

Submit insurance documents to spainsurance@philasd.org.

Please make sure to note in each e-mail subject line on behalf of which organization and program you are submitting the documents.

For questions regarding insurance or the status of your review, contact Cheryl Rollins, Office of Risk Management at crollins@philasd.org.

Background Clearances

Partner staff who work regularly in District schools must submit the following clearances:

1. **Act 126 - Child Abuse Mandated Reporter Training Certificate** - Complete 1 of the 2 following:
 - [Safe Schools Mandated Reporter Training](#) (1 hour)
 - [University of Pittsburgh Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Training](#) (3 hours)
2. [PA Child Abuse History Clearance](#)
3. [PA State Criminal Record Check](#)
4. [FBI Background Check with Fingerprinting](#) or [Request for Waiver of FBI History Check](#)
5. [Partner Staff Code of Conduct Form](#) (only required for unpaid school partner staff members/volunteers)

Each organization must also submit and complete the [Partner Staff Clearance Datasheet](#) which outlines staff contact information and clearances.

Partners should e-mail attachments of the Partner Staff Clearance Datasheet to volunteerclearances@philasd.org.

A Records Specialist from the Office of Records will follow-up with the URL Weblink and Password to a secure **File Transfer Portal**. Click [here](#) for a stepper on how to upload your partner staff clearances via the portal.

Partners can also hand deliver their packet to:
Office of Employee Records
 440 N. Broad Street, Suite 177, Portal C
 Philadelphia, PA 19130