



Dear Volunteer,

River Valley Waldorf School welcomes you as a new partner in the education of our school's young people. It's a big job, and an important one for all of us in this community. We are thrilled and thankful that you have chosen to get more involved by becoming a volunteer.

As a volunteer, you are special. The time you offer is a gift to our students, faculty, and staff. You are the extra hand helping with painting day, the extra smile that welcomes the "new kid" into the classroom, the voice that speaks out on behalf of our students and teachers and the important work they do. You bring unique talents, skills and energies into our schools. Our students will learn a lot from you!

Please review any guidelines and return agreements signed if you are participating in a field trip or help in the classroom. If you haven't turned in clearances yet, find the steps to complete clearances on the next page. Again, thank you for your efforts on behalf of all of our kids. We believe working with River Valley's school children is both a pleasure and a privilege and trust that you will find it so as well.

Warmly,
Jennifer Sherman
Head of School
River Valley Waldorf School



Clearances for Field Trips and Volunteering

Clearance Process

For those who wish to be a School Volunteer, state law now requires the Pennsylvania Criminal History Record (Act 34), Child Abuse History Clearance (Act 151) and FBI Federal Criminal History Record check and that they are updated every five (5) years in order to continue as a volunteer. Clearances must be less than one year old at the time of submission. Original forms must be brought to the Office There is now an alternative to the FBI check if you have resided in Pennsylvania for the last ten years. Please see below for the link to the Affidavit you need to submit.

The process can be initiated online and produces clearances quickly. Please follow the links below for each of the three (3) clearances.

1. Act 34 - Criminal Background Check

Apply online at: <https://epatch.state.pa.us/Home.jsp>

Click "Submit a New Record"

Read "Terms and Agreement" click "Submit"

Click "Individual Requestor" click "Continue"

Complete "Requestor Information Screen"

IMPORTANT: The reason is "VOLUNTEER"

Review and Proceed

Record Check Request Form: Complete form and "Enter this request"

At bottom of next screen, View Queued Record Check Request, click "Finished"

"Submit" and have your credit card ready to enter and submit

Clearance will process immediately

Click on link to "Open Certificate"

Send copy of clearance certificate to RVWS: info@rivervalleyschool.org

2. Act 114 - Federal Clearance (Fingerprint)

To register for fingerprinting, go to: <https://uenroll.identogo.com/>

Use Service Code 1KG6XN

IMPORTANT: The reason is "VOLUNTEER"

To locate a fingerprinting site, visit:

<https://www.identogo.com/locations/pennsylvania> Must have photo ID and payment with you when you get fingerprinting done

RVWS does not receive the results of the FBI Fingerprinting; your unofficial results will be mailed to you from IdentGo - it is



your responsibility to provide a copy of these results to RVWS:
info@rivervalleyschool.org

Email to RVWS a copy of the Act 114 receipt (must include the UEID number)
If you need assistance, please contact 610-982-5606.

3. Act 151 - Child Abuse Clearance

Apply online at: <https://www.compass.state.pa.us/cwis/public/home>

When you enter the website, you will need to create an account
(your Keystone ID is the User ID that you create)

Complete Registration Form; choose the option to have your results emailed and
mailed to you

IMPORTANT: The reason is "VOLUNTEER"

Make your payment online

Log back into the website to check the status of your clearance; it will be available
via a PDF file on the website (usually within 2 weeks). Send the clearance
certificate to: info@rivervalleyschool.org

If you need assistance, please contact 610-982-5606.

Please bring ensure all clearance documentation is submitted via email or in a sealed envelope
with your name to the school office for review by administration. If you have any questions or
need assistance, please contact the office at 610-982-5606.