

HATFIELD ELEMENTARY SCHOOL



Heidi G. Mears, Principal
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Phone (724) 437-7371 Fax (724) 437-9229

Dear Parents/Guardians,

For those that wish to be a **PTO Officer/Parent Volunteer/Chaperones**, you are required to submit a Pennsylvania Criminal History Record (Act 34) and a Child Abuse History Clearance (Act 151).

It is the individual's responsibility to pay for the required clearances. If you obtain the 2 clearances and continue to volunteer year after year in our school, you will not be required to renew the clearances annually. Clearances must be less than one year old at the time of submission. **Original forms must be brought to Hatfield Elementary School prior to volunteering.** The applications for the Child Abuse History Clearance and the Pennsylvania Criminal Record Check can be obtained from the school office or online.

The Pennsylvania Criminal Record Check can be done either online or by mail. The online results are available almost immediately. If you choose to mail the form, it could take up to 8 weeks for the results to be returned to you. To complete the process online, go to <https://epatch.state.pa.us> and click on "Submit a New Record Check" and follow the instructions. A credit card is required for the processing fee of \$10.00. At the end of the process, you will need to print the certification form and bring it to the school office so a copy can be made for our records. If you choose the mail-in process, you must submit the completed form with a money order for \$10.00 payable to the Commonwealth of Pennsylvania and the results will be mailed to your home. You are responsible for bringing the clearance to the school office so that a copy can be made for our records.

The Child Abuse History Clearance form must be completed and mailed with a money order for \$10.00 made payable to the Department of Public Welfare. The form is available in the office. Check the box marked "School" as the reason for the request. Do not send cash or a personal check. This clearance takes approximately 2 -3 weeks and the results are mailed to your home. You are responsible for bringing the clearance to the school office so that a copy can be made for our records.

If you have any questions related to the clearances or the requirements of the school for volunteers, please contact the main office at 724-437-7371.

Respectfully,

Mrs. Heidi G. Mears

