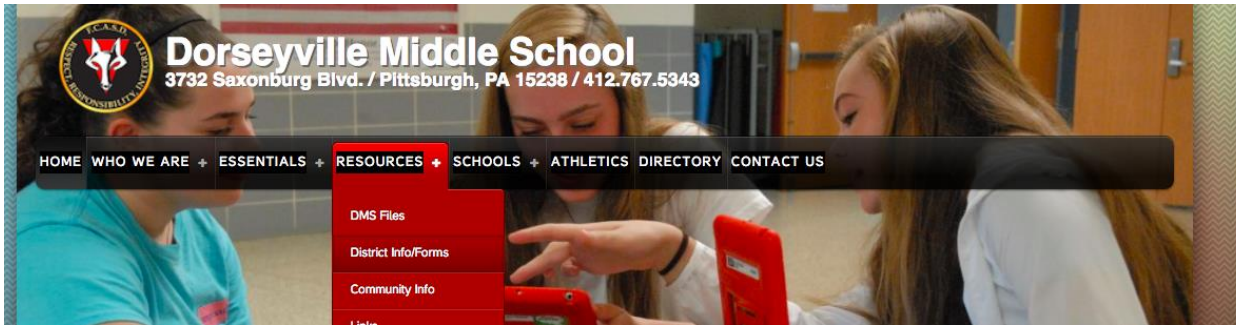


# We'd Love to have you Volunteer!

Fox Chapel Area School District greatly appreciates all of our volunteers who provide much needed assistance to students and teachers in so many ways.

To view our volunteer manual, visit [www.fcasd.edu](http://www.fcasd.edu) and click on the [Parent Portal](#) under 'Who Are You?'.



It's easy! We need **four** documents:

- [Act 151 Pennsylvania Child Abuse Clearance \(FREE\)](#)
- [Act 34 PA Criminal History Clearance \(FREE\)](#)
- [Act 114 FBI Criminal History Report \(\\$21.35\)](#)
- [Volunteer form for the district \(FREE\)](#)

- **ALL** volunteers **MUST** submit clearances.
- All volunteers **MUST** keep a copy of their clearances for their own records. Per CJIS regulations, we are not permitted to make or give copies of FBI Clearances.
- Submitted clearances must be less than a year old – no exceptions. We can only verify clearances that were completed in 365 days or less.
- FBI Clearances must be completed through the DEPARTMENT OF EDUCATION – we cannot verify clearances through a different department. If you have FBI clearances through another department they will need to be redone, regardless of occupation.
- We do not accept the 10-year PA resident waiver.
- Clearances can be scanned/mailed to [volunteers@fcasd.edu](mailto:volunteers@fcasd.edu), given to your building secretary or mailed to the attention of the Volunteer Coordinator, 611 Field Club Road, Pittsburgh, PA 15238.
- Clearances will be verified within 1-2 weeks of submission. You will receive an email when they are verified and approved.

## FAQ's

### Why do I have to have clearances to volunteer?

To stay compliant with PA Code and District Policy.

### How long are clearances valid with the district?

Five years from the oldest clearance date.

**What is the service code to register online for the [FBI Clearance](#)?**

The service code for volunteering through the Department of Education is 1KG6Y3.

**Where can I get fingerprinted? How does that work?**

Click [here](#) to search for a location near you. Once you register online using the link above or in the volunteer manual, you are able to be fingerprinted. After you are fingerprinted, you will receive a **UE ID Number**. The **UE ID number** is what we need to verify your clearance. Once complete, you can submit your UE ID number to the volunteer coordinator using the contact information listed above.

**How do I apply for my other two clearances?**

Register online using the links above or in the volunteer manual and your certificates will be emailed to you within one week. You can then forward them to [volunteers@fcasd.edu](mailto:volunteers@fcasd.edu) along with your FBI Clearance and volunteer form.

**Where can I find the volunteer form?**

You can access the form by using the link above or in the online volunteer manual.

**I have my badge at a different school in the district – can I have it transferred to another building?**

Yes, contact your building secretary... or call the community help desk at 412-967-2588 and leave a message for the volunteer coordinator to transfer your badge.

**I have a child in elementary and one at DMS and/or high school – can I get another badge for that building as well?**

Yes, call the community help desk and the volunteer coordinator will send another badge to the requested building.

**I have clearances from my child's former school, two years ago, can I use those?**

All new volunteers must present clearances less than one year old.

**Do I have to send my original clearances? I might need them for another volunteering program.**

No, you only need to send a copy.

**Am I able to obtain a copy of my clearances to use for another program outside of the district?**

Per CJIS regulations, we are not permitted to make or give the volunteer a copy of their FBI Clearance. It is imperative that the volunteer keeps a copy, or original, for their own records.

*For complete instructions, links to required departments and the volunteer form – please visit the volunteer manual on our website.*