



VOLUNTEERING AT KWS and REQUIRED CLEARANCES

There are many ways parents may become active in supporting the school, including volunteering in the school lunch program, chaperoning class field trips, and serving on various school committees. We greatly value the support from our parent volunteers, but we must comply with state legislation. Parents may volunteer at school or chaperone field trips when copies of the clearances below are on file in the Business Office.

***Clearances are good for five years, but they must be filed yearly with the Business Office.**

- 1) PA Department of Human Services Child Abuse History Check - Application may be obtained online at <https://www.compass.state.pa.us/cwis/Public/Home>

- 2) PA State Police Criminal History Check - Application may be obtained from the State Police at <https://epatch.state.pa.us/Home.jsp>.

- 3) If you have **lived in** the commonwealth of Pennsylvania within the last 10 years: a waiver of FBI Federal Criminal History Fingerprint Record Check is sufficient. [Click here for the waiver.](#)

If you have **lived outside** the commonwealth of Pennsylvania within the last 10 years, please register for your FBI Federal Clearance online here: <https://uenroll.identogo.com/>. Scroll to the bottom of the page and click on FBI History Check. Next click Schedule or Manage Appointment. Complete the application and schedule a time to complete your fingerprints. Submit a copy of the certificate to the KWS Business Office once you have received it.

- 4) A copy of your Driver's License is required and must be submitted to the Business Office if you will be driving KWS students.

Email or drop off clearances to Katie Kerstetter.

For more information contact the Katie Kerstetter in the Business Office kkerstetter@kimberton.org.

Thank you!