



**TYRONE AREA SCHOOL DISTRICT  
GUEST VOLUNTEER PAPERWORK**

The following paperwork is required for Position Volunteers in the Tyrone Area School District. It is the volunteer's responsibility to apply for clearances and submit all paperwork to the Business Office for board approval.

1. **Guest Volunteer Disclosure Form**
2. **Arrest/Conviction Report and Certification Form (under Act 24 of 2011 and Act 82 of 2012)**
  - a. Sign and return
4. **Act 34 State Police Criminal Record Check**
  - a. Go to [www.psp.pa.gov](http://www.psp.pa.gov); click on Request a Criminal History Record
  - b. Click on Pennsylvania Access to Criminal History (PATCH) Website
  - c. Click on "New Record Check Volunteers Only"; the fee is waived for unpaid volunteers
  - d. Enter your information and print out the record check, bring a copy to the Business Office
5. **Act 151 Child Abuse History Clearance**
  - a. Visit [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) (Child Welfare Portal) click on Create Individual Account and enter the information to create your Individual Login. Login and follow the instructions. For purpose of clearance, select Volunteer. The fee is waived for unpaid volunteers. Applicants can receive their results via email and will be able to print their results from any computer. Once completed bring a copy to the Business Office.
6. **This clearance only needs completed IF a position volunteer HAS NOT been a resident of Pennsylvania during the entirety of the previous ten (10) year period. If you have been a resident of Pennsylvania less than 10 years the position volunteer must submit an Act 114 Federal Criminal History Record Check – information below:**  
**Act 114 Federal Criminal History Record Check - New fingerprint vendor, IDEMIA**
  - a. You need to pre-register before being fingerprinted
  - b. Go to <https://uenroll.identogo.com>
  - c. Enter the Service Code 1KG6Y3 for PDE Volunteer
  - d. Click on Schedule or Manage Appointment; complete the fields and click on Next until all registration pages are complete.
  - e. When registering you have the option to schedule an appointment to have your fingerprints taken. Appointments are not required but are recommended.
  - f. Payment is due at the time of fingerprinting, \$21.35, which can be paid by money orders, cashier's check, or major credit cards.
  - g. Once fingerprinted, bring the Identogo Receipt to the Business Office
  - h. If you don't have internet access call 1-844-321-2101 to pre-register

**\* Note: Clearances and training must be updated every five years.**

Submit completed paperwork to the Principal's Office in the building/grade level where you will be volunteering.

If you have any questions, please call (814) 684-0710, extension 4142, or email krraling@tyrone.k12.pa.us

Central Administrative Offices  
701 Clay Avenue•Tyrone, PA  
16686  
Phone: 814-684-0710  
Fax: 814-684-8408

Tyrone Area Elementary School  
601 Clay Avenue•Tyrone, PA  
16686  
Phone: 814-684-1342  
Fax: 814-684-2149



**TYRONE**  
**AREA SCHOOL DISTRICT**  
*Soaring Forward to Explore, Challenge and Succeed*

www.tyrone.k12.pa.us

Tyrone Area Middle School  
1001 Clay Avenue•Tyrone, PA  
16686  
Phone: 814-684-4240  
Fax: 814-682-1013

Tyrone Area High School  
1001 Clay Avenue•Tyrone, PA  
16686  
Phone: 814-684-4240  
Fax: 814-684-4245

## GUEST VOLUNTEER DISCLOSURE FORM

**Guest Volunteer – An adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; chaperoning field trips; participating in “Career Day,” etc.**

Name: \_\_\_\_\_

Last

First

Middle Initial

Present Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Social Security No: xxx-xx- \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

Resident of Pennsylvania since (Month/Day/Year): \_\_\_\_\_ Email: \_\_\_\_\_

Volunteer for: \_\_\_\_\_ Teacher: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

*I apply for the position of volunteer with full understanding of the following:*

1. This is not a paid position through the Tyrone Area School District and will not become a paid position.
2. I agree to read/review the following Tyrone Area School District Policies and Procedures
  - a. School Volunteers
  - b. Sexual Harassment Against Students and Employees
  - c. Student Accidents
  - d. Hazing
  - e. Drugs and Alcohol
  - f. Student Discipline
  - g. Coaches Safety Guidelines
3. I understand that while I am a volunteer, I am subject to supervision by the School District and if at any time, the School District feels it necessary to terminate my service, they may do so.

*I swear and affirm that I have not been named as a perpetrator of a founded report for child abuse or founded a report for school employees as defined in the Child Protective Services Law.*

*I swear and affirm that I have not been convicted of any violations of Title 18 of the Pennsylvania Consolidated Statutes or equivalent crimes in another state.*

The information I have provided on this application is true and complete to the best of my knowledge and any falsified information may be justification for my removal if discovered later.

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

Policy Appr: 11/12/2019  
Policy Revised: 09/08/20  
02/05/2020  
TASD/flg

***“It is the policy of the Tyrone Area School District not to discriminate on the basis of gender, handicap, race and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI. Please direct questions about this policy to the Superintendent of Schools, at 814.684.0710 Ext. 4123.”***

**ARREST/CONVICTION REPORT AND CERTIFICATION FORM**  
 (under Act 24 of 2011 and Act 82 of 2012)

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other names by which you have been identified: \_\_\_\_\_

**Section 2. Arrest or Conviction**

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

**Details of Arrests or Convictions**

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

\_\_\_\_\_

\_\_\_\_\_

**Section 3. Child Abuse**

By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

**Section 4. Certification**

*By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.*

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

**PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.**

## LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 

<ul style="list-style-type: none"> <li>▪ Chapter 25 (relating to criminal homicide)</li> <li>▪ Section 2702 (relating to aggravated assault)</li> <li>▪ Section 2709.1 (relating to stalking)</li> <li>▪ Section 2901 (relating to kidnapping)</li> <li>▪ Section 2902 (relating to unlawful restraint)</li> <li>▪ Section 2910 (relating to luring a child into a motor vehicle or structure)</li> <li>▪ Section 3121 (relating to rape)</li> <li>▪ Section 3122.1 (relating to statutory sexual assault)</li> <li>▪ Section 3123 (relating to involuntary deviate sexual intercourse)</li> <li>▪ Section 3124.1 (relating to sexual assault)</li> <li>▪ Section 3124.2 (relating to institutional sexual assault)</li> <li>▪ Section 3125 (relating to aggravated indecent assault)</li> <li>▪ Section 3126 (relating to indecent assault)</li> <li>▪ Section 3127 (relating to indecent exposure)</li> <li>▪ Section 3129 (relating to sexual intercourse with animal)</li> <li>▪ Section 4302 (relating to incest)</li> <li>▪ Section 4303 (relating to concealing death of child)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Section 4304 (relating to endangering welfare of children)</li> <li>▪ Section 4305 (relating to dealing in infant children)</li> <li>▪ A felony offense under section 5902(b) (relating to prostitution and related offenses)</li> <li>▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)</li> <li>▪ Section 6301(a)(1) (relating to corruption of minors)</li> <li>▪ Section 6312 (relating to sexual abuse of children)</li> <li>▪ Section 6318 (relating to unlawful contact with minor)</li> <li>▪ Section 6319 (relating to solicitation of minors to traffic drugs)</li> <li>▪ Section 6320 (relating to sexual exploitation of children)</li> </ul>
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
  - the United States; or
  - one of its territories or possessions; or
  - another state; or
  - the District of Columbia; or
  - the Commonwealth of Puerto Rico; or
  - a foreign nation; or
  - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.