

Want to volunteer for your child's classroom or other events at Logan this year?

It's really easy! **First-time volunteers** please follow the following steps mandated by East Allegheny School District's Policy #916:

1. Complete the EA volunteer application form, the EA volunteer obligation form, and the FBI Waiver form¹, all of which can be found on the EA Website at:
<https://www.eawildcats.net/domain/99>
2. Complete the PDE 6004 Arrest and Conviction Report found at:
<http://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/Arrest%20or%20Conviction%20form.pdf>
3. Complete the Act 34 Pennsylvania Criminal History Check found at:
<http://www.psp.pa.gov/pages/request-a-criminal-history-record.aspx>
4. Complete the Act 151 Pennsylvania Child Abuse History Clearance found at:
<https://www.compass.state.pa.us/cwis/public/home>
5. Present the results from a TB Test no older than one (1) year
6. Place all the documents into an envelope. Write your name, "Logan PTO Volunteer", the student's name and home room number on the front. Submit the envelope with all the completed forms and TB Test results no later than **October 15, 2018** Attn: Jamie Griesbaum at the East Allegheny School District Office located at the High School. After this date, a prospective volunteer would have to wait until the following school year. **Please do not submit paperwork until ALL documents are obtained.

According to East Allegheny School District's current policy #916, **clearances must be updated every sixty (60) months (5 years) from the oldest date on the clearances**, unless something happens to change a volunteer's clearance, in which case, the volunteer would have an immediate duty to report.

A volunteer continuing from last year does not need to submit anything new for five years since the application, forms and clearances are good for 5 years from completion date.

According to the Pennsylvania Department of Health's section on TB testing in schools, once a volunteer has a documented negative TB test, the volunteer is not required to have any further tests unless they are exposed to a case of active TB or are directed otherwise by the Secretary of Health to have an additional test.

For more information concerning EA's Policy #916, please see the East Allegheny Website's "For Parents" tab located at <https://www.eawildcats.net>. Additional information about clearance forms and requirements can be found at:

<http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>.

Additional information about the TB Test and requirements from the Pennsylvania Department of Health can be found at: <http://www.health.pa.gov>



¹ If you do not meet the criteria for the FBI Waiver, you must submit the FBI Clearance as well. Most people will only need to sign the Waiver.