

# PENNRIDGE SCHOOL DISTRICT

DISTRICT ADMINISTRATION OFFICE  
1200 North Fifth Street • Perkasie, Pennsylvania 18944

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## Volunteer Information

Dear Parent and Community Member Volunteers,

Pennridge School District recognizes the importance of the added support our many dedicated volunteers provide to our schools and students; and, we are very grateful that you decided to volunteer. We welcome you and thank you for your interest in volunteering!

PA legislation requires parent and community members to obtain background checks in order to volunteer in public schools. As such, Pennridge School District has adopted Board Policy 916, which outlines certain requirements and procedures for volunteering in the District.

Our goal is to provide the safest possible environment for the students of the Pennridge School District, while maintaining the community relationship that is so vitally important to reinforcing social and emotional learning in our students.

We understand the commitment on your part to comply with the PA legislative and District requirements and have provided the links below to assist you in obtaining clearances.

Prior to volunteering in a school or on a school trip, a volunteer must complete and submit the following item in person to the District Administration Office. Be sure to bring a valid Pennsylvania driver's license with you when submitting your clearances. **When applying for clearances, begin the process well in advance of when you want to start volunteering to ensure the process is completed in time for your date of service.**

- **PDE form 6004 – Arrest/Conviction Report and Certification Form**  
[PDE Form 6004 - Arrest & Conviction Report](#)
- **PA State Criminal History Report** (obtained online; cost: **(No Cost)**)  
<https://epatch.state.pa.us>
- **Child Abuse Certification** (obtained online; cost: **(No Cost)**)  
<https://www.compass.state.pa.us/CWIS>
- **FBI Criminal History Report** (fingerprinting required - apply online; cost: **(Current Cost \$21.35)**)  
<https://uenroll.identogo.com>  
**Enter Service Code 1KG6Y3**  
**Choose Schedule or Manage an Appointment follow prompts**  
At the time of your appointment, once your fingerprints are taken, a receipt will be provided with a UEID number. The district needs a copy of this receipt to acquire the necessary information to clear you to volunteer.

### *Mission Statement*

*It is paramount that our students graduate with knowledge of their talents, passions and what is necessary for them to remain life-long learners and productive citizens. These objectives need to be accomplished in a community-oriented environment that is safe, welcoming, nurturing, student-centered and respectful of all. As such, the mission of the Pennridge School District is as follows:*

*Pennridge School District strives to provide all students with a well-rounded educational experience where they acquire the 21<sup>st</sup> century skills necessary for a successful future.*  
[www.pennridge.org](http://www.pennridge.org)

In addition, volunteers who work with children 10 or more hours a week, must also obtain a TB test:

- TB Test current test result must be no more than 90-days old prior to submission (in accordance with PA School Code 23.44)

Once all of the above items are completed, please take PDE form 6004, original clearances, fingerprinting receipt, and (when applicable) TB Test results to the District Administration Office in person. *It is important to note that all clearances being presented to the district for the first time must be no older than 12 months; TB Test results must be no older than 90 days.*

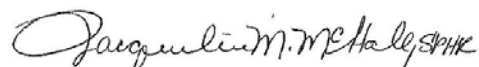
The Human Resources Office will review the information and add your name to the District list of approved volunteers. If additional information is required, you will be notified by a Human Resources Office staff member.

Volunteers are required to obtain all new clearances every sixty (60) months from the most recent date of the volunteer clearances.

If you have questions regarding the Pennridge School District volunteer requirements, please contact the Human Resources Office at 215-257-5011.

Your patience, cooperation and understanding regarding the need for student safety is greatly appreciated. Pennridge School District values their volunteers and encourages you to remain involved as an active participant in the District.

Most sincerely,



Jacqueline M. McHale, SPHR  
Director of Human Resources

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