**Clearance Workshop**

**Wednesday, November 28, 2018**

**4:30 p.m. – 8:00 p.m.**

**Heritage Computer Lab**

 On Wednesday, November 28, 2018 the Franklin Regional School District is hosting a clearance workshop from 4:30 p.m. – 8:00 p.m. in the Heritage Computer Lab. During this time the computer lab will be open for you to use a computer to apply online for your Child Abuse ($8 Employee/Free Volunteer), PA Criminal History ($22 Employee/Free Volunteer) and FBI ($22.60 Employee/Volunteer) clearances. Onsite fingerprinting is currently not available at the district. However, you can register for your FBI clearances at the workshop be aware you will still need to have your fingerprints physically taken at another location. Or you can bring evidence (receipt) of fingerprinting to workshop so we can pull up the results. There will be no formal presentation during this workshop. Volunteers will be on hand to assist you with questions or concerns. **Clearances need to be renewed every 60 months.**

 Please bring the following items to speed up the process during the workshop:

* Credit card, if paying for a clearance. No other forms of payment are available at the workshop.
* Social Security Number
* Photo ID: Driver’s license/passport are acceptable forms of identification.
* All addresses of where you have lived since 1975 (partial or complete), if applying for the child abuse clearance
* All household members you have lived with including parents, siblings, spouses, roommates, etc. since 1975, if applying for the child abuse clearance.
* Flash drive (to pdf all acquired clearances)

Please remember we no longer accept paper copies for anyone wanting to volunteer in the district. Volunteers must complete an online application which includes electronically uploading all clearances. If you currently have valid clearances please save them electronically on a flash drive prior to the workshop and bring the flash drive with you.

You can fill out the

* Volunteer Application: <https://www.applitrack.com/franklinregional/onlineapp/default.aspx?Category=Volunteers>

 If you are not available to come to the workshop, or would like to begin the process elsewhere, you can click the following links to obtain clearances:

* PA Child Abuse Clearances: <https://www.compass.state.pa.us/CWIS>
* PA Criminal Clearances: <https://epatch.state.pa.us/>
* FBI Fingerprinting Registration: <https://uenroll.identogo.com/>

If you have any questions, please email to either frvolunteer@franklinregional.k12.pa.us or hroffice@franklinregional.k12.pa.or. You can also call (724) 327-5456 x 7618.