



Dear Franklin Regional School District Volunteer:

As per the Pennsylvania Child Protective Services Law, all volunteers need to submit valid (dated within 60 months) clearances. The volunteer is responsible to purchase and submit clearances via the volunteer application prior to the expiration date (60 months). Failure to do so will result in you not being able to volunteer, in any capacity, at any school or activity.

This is a statewide mandate which affects all school districts and businesses working within a district. We recommend you apply several weeks/months in advance of obtaining new clearances. Please see the attached Frequently Asked Question's (FAQ) for more information and to determine which clearances you need.

1. **Volunteer Application:** Please check all schools you are interested in volunteers in.
2. **Child Abuse Clearance**
 - **Cost:** Free for volunteers
 - **Phone:** 717-783-6211 or 1-877-371-5422
 - **Online:** Instant report online by going to <https://www.compass.state.pa.us/cwis/public/home>
 - **Mail (may take several weeks to receive):** Print the form by going to http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf and **mail it** to the address on the form.
3. **PA State Criminal History (PATCH) Clearance (No cost)**
 - **Cost:** Free for volunteers
 - **Phone:** 1-888-783-7972
 - **Online:** Instant report online by going to <https://epatch.state.pa.us/Home.jsp>
 - **Mail (may take several weeks to receive):** Print the form by going to <https://epatch.state.pa.us/help/SP4-164A.doc> and **mail it** to the address on the form.
4. **FBI Fingerprint Criminal Background Clearance OR Volunteer Residency Affidavit**
 - **FBI Clearance:** You must obtain this if you will be responsible for the child's welfare, having direct volunteer contact with children, be unaccompanied with students or chaperone a field trip. See attached FAQ's for step-by-step registration instructions. You will receive an email from the agency with a one-time useage link to print your clearance results.
 - **Cost:** \$22.60
 - **Phone:** 1-844-321-2101
 - **Online:** To register and schedule an appointment go to <https://uenroll.identogo.com/>, volunteer registration Service Code 1KG6Y3. Then take your registration form to the fingerprinting location you selected during registration.
 - **Volunteer Residency Affidavit:** This can be submitted as an alternative to submitting the FBI Clearance if you meet the following two criteria:
 - You will always be volunteering directly under the supervision and direction of a school administrator, a teacher or other member of the school staff.
 - You have never been convicted of a disqualifying crime in Pennsylvania, or the corresponding offenses under the laws of any other jurisdiction and that they have lived in the state of PA for 10 years or more.Print the Volunteer Residency Affidavit form by going to http://franklinregional.ss4.sharpschool.com/UserFiles/Servers/Server_76266/File/hr/Volunteer%20Clearances/Volunteer%20Residency%20Affidavit%20-%2010.16.17.pdf
5. **Turberculosis (TB) Test: When required** by the PA Department of Health, a TB test dated within 12 months must be provided.

To access the Franklin Regional School District 916 Volunteer Policy please go to <https://www.boarddocs.com/pa/frrg/Board.nsf/goto?open&id=ASHMRH5C8086>.

Please contact your School Secretary or email frvolunteer@franklinregional.k12.pa.us with questions.

Sincerely,
Marlena K. Lang, Director of Human Resources



Book	Policy Manual
Section	900 Community
Title	Volunteers
Number	916
Status	Active
Adopted	October 16, 2017

Purpose

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, co-curricular and extracurricular programs of the district.

Authority

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[\[1\]](#)

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules, and procedures.[\[1\]](#)

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[\[2\]](#)

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.[\[3\]](#)

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[\[4\]\[5\]](#)

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[\[3\]](#)

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[\[3\]](#)

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[\[3\]](#)

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[\[6\]](#)

Volunteer – an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee. [\[5\]](#)

The two (2) levels of volunteers are:

1. **Level 1 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; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.
2. **Level 2 Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.

Individuals in these roles may have or may not have direct interactions with students and may or may not have unsupervised contact with students. Therefore, the Board of Directors of the Franklin Regional School District recognizes that the safety and protection of the children in the Franklin Regional School District are among the most important responsibilities of the Board. In this regard, the Board also recognizes the legal and ethical responsibility to ensure that all employees and regular volunteers within the schools have the requisite certifications that enable them to work with our students.

Furthermore, the members of the Board believe that if they or our community partners desire to routinely enter our school buildings (excluding the Administrative Office Center) that they should hold themselves to the same standard to which they hold other volunteers and employees of the school district.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules, and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use, and supervision of volunteers.

Guidelines

Each prospective volunteer shall complete and submit a volunteer application.

The names of all volunteers shall be submitted for approval by the Superintendent or designee.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

Certifications

Prior to approval, all volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[\[5\]](#)
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[\[5\]](#)
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[\[4\]](#)[\[5\]](#)[\[7\]](#)

If a volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, and/or the volunteer is designated as Level 2 (i.e., chaperoning students off campus), then the volunteer must also submit the following information:[\[5\]](#)

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if the information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Volunteers shall obtain and submit new certifications every sixty (60) months.[\[8\]](#)

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[\[5\]](#)

Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[\[9\]](#)[\[10\]](#)

Arrest or Conviction Reporting Requirements

Volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[7\]](#)

The Superintendent or designee shall immediately require a volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[7\]](#)

Failure to accurately report such occurrences may subject the volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[\[7\]](#)

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy, and administrative regulations.[\[11\]](#)[\[12\]](#)

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or another member of the school staff.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. Training may include Mandated Reporter Training and other training as required by law. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[12][13][14][15]

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[16]

Exclusions

All district staff, administrators, coaches, and other employees required to undergo a background check pursuant to School Code Section 1-111 are exempt from the requirements of this policy.

Volunteers of booster organizations at school events, performances or sporting events which are open to the general public are exempt from the requirements of this policy.

Parents/Guardians of district students who are present on district property or in school buildings or at school events solely for purposes directly related to their own child, such as parent/teacher conferences or watching their child perform or compete in school activities are exempt from the requirements of this policy.

Liability Insurance

The district may provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the district.

Reimbursement for Expenses

Volunteers may be reimbursed for expenses incurred in the course of their volunteer service only when authorized in advance by the Superintendent or designee.

Acknowledgement

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.

Legal

- [1. 24 P.S. 510](#)
2. Pol. 824
- [3. 23 Pa. C.S.A. 6303](#)
- [4. 23 Pa. C.S.A. 6344](#)
- [5. 23 Pa. C.S.A. 6344.2](#)
6. Pol. 907
- [7. 23 Pa. C.S.A. 6344.3](#)
- [8. 23 Pa. C.S.A. 6344.4](#)
- [9. 24 P.S. 1418](#)
- [10. 28 PA Code 23.44](#)
- [11. 23 Pa. C.S.A. 6311](#)
12. Pol. 806
13. Pol. 123
14. Pol. 123.1
15. Pol. 123.2
16. Pol. 216
- [23 Pa. C.S.A. 6301 et seq](#)



DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS

Required by the Child Protective Service Law

23 Pa. C.S. Section 6344.2

(Relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm 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.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statues or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with



written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Date

Printed Name

Signature



Child Protective Services Law Update Frequently Asked Questions

Question 1 If I have applied for my clearances but have not received all of them back, and my expiration date has passed. What happens?

Answer 1 **School Employees/Contractors:** Contact Human Resources (HR) immediately. Depending on the amount of time that has transpired you may be placed on an unpaid suspension until you submit your clearances to HR.

Volunteers: You must submit current clearances prior to volunteering.

Question 2 How do I apply for the required clearances?

Answer 2 Below you will find the necessary web links and instructions for the clearances:

1. Child Abuse Clearance
 - **Cost** - \$8.00 Employees; Free for volunteers
 - **Phone:** 717-783-6211 or 1-877-371-5422
 - **Online:** Instant report online with a credit card by going to <https://www.compass.state.pa.us/cwis/public/home> OR
 - **Mail:** Click the following link to print the form and **mail it** to the address provided on the form with an \$8.00 money order payable (employees only, free for volunteers) to the Department of Public Welfare. This will take several weeks to process and receive the clearance in the mail.
http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf
2. PA State Criminal History (PATCH) Clearance
 - **Cost** - \$22.00 Employees; Free for volunteers
 - **Phone:** 1-888-783-7972
 - **Online:** Instant report online with a credit card by going to <https://epatch.state.pa.us/Home.jsp>
3. FBI Fingerprint Criminal Background Clearance
 - **Cost** - \$22.60
 - **Phone** - 1-844-321-2101
 - **Online:** To register and schedule an appointment go to <https://uenroll.identogo.com/>, and enter one of the Service Codes listed below. Then take your registration form to the fingerprinting location you selected during registration.

1KG6XN Service Code PA PDE School District Employee

1KG6Y3 Service Code PA PDE Volunteer

- **See the attachment at the end of these FAQ's for step-by-step instructions**

Question 3 Who pays for the clearances?

Answer 3 It is the responsibility of the employee/volunteer/contractor to pay for their clearances. Volunteers are eligible for a free child abuse clearance and PA State Criminal History Clearance.

Question 4 Who needs to apply for clearances?

Answer 4 Anyone working as an employee for the district, individuals performing work for the district as a contractor or individuals acting as a volunteer for the district. As a general rule of thumb this includes anyone who may have direct access to district students and facilities and are representing the district. (Examples: Field Trip Chaperone, Activity Advisor, Recess or Library Aides, Assisting in classroom celebrations, School Assemblies/Concerts, Collecting tickets at sporting events, working in concession stands, participating in "career day", Substitutes, Coaches, School Board Members, Professional and Support Staff, Tutors, Bus Drivers, Cafeteria Workers, PTO volunteers, Homebound Instructors and Club Advisors.)



Question 5 How do I know if my clearances have expired?
Answer 5 The date on the clearance must be within 60 months.

Question 6 Can I use my free volunteer clearances for employment?
Answer 6 No, the free clearances cannot be turned in for employment.

Volunteer Specific Frequently Asked Question's

Question 7 If a parent or grandparent wants to attend a school play or breakfast hosted by the school district, do they need to have clearances?

Answer 7 The attendee will not need clearances because they were invited by the school to either watch their child perform or socialize with their child as they eat. The attendee in this case is not volunteering. However, a District employee must remain with the guest at all times.

Question 8 Do I need clearances to attend classroom celebrations/parties?

Answer 8 If the attendee was invited by the school to socialize with their child during the event, the attendee in this case is not volunteering. However, a District employee must remain with the guest at all times.

If an individual volunteers to assist with the coordination or running of such events, then the individual must complete the required paperwork and provide clearances.

Question 9 If I strictly volunteer in the classroom and I am not chaperoning a field trip, do I need the FBI Clearance?

Answer 9 Individuals volunteering in a supervised classroom can sign the Volunteer Residency Affidavit, if eligible OR they can submit the FBI clearance.

Individuals volunteering in an unsupervised classroom or chaperoning a field trip must submit the FBI clearance.

Question 10 What is a Volunteer Residency Affidavit and can I submit one?

Answer 10 A Volunteer Residency Affidavit form can be submitted as an alternative to submitting the FBI Clearance if you meet the following two criteria:

1. You will always be volunteering directly under the supervision and direction of a school administrator, a teacher or other member of the school staff.
2. You have never been convicted of a disqualifying crime in Pennsylvania, or the corresponding offenses under the laws of any other jurisdiction and that they have lived in the state of PA for 10 years or more.

Question 11 If I am interested in volunteering and have not completed the clearance and application process, am I permitted a guest pass?

Answer 11 No, although this was traditionally acceptable in the past, we are no longer able to accommodate this request. If you have applied for the clearances and have not received them back please contact HR.

Question 12 If a volunteer is scheduled to assist the coach during athletic practices, do they need clearances?

Answer 12 Yes, the volunteer needs to provide clearances because they may be with students unsupervised.

Question 13 If a parent obtains clearances but can no longer continue to finish out the year because of family emergencies, do they need new clearances during the following year?

Answer 13 If the clearances are within 60 months, they do not need to resubmit clearances. If the clearances expire during this timeframe, they will need to submit current clearances.

Question 14 If an employee or substitute of the district is interested in volunteering, are they required to submit clearances again?



- Answer 14** District employees must have current clearances for their district position which satisfies the requirements for Child Protective Services Law. They do not need to submit them again.
- Question 15** Can an employee from another district volunteer without new clearances?
Answer 15 If they are a volunteer they must submit current clearances dated within 60 months.
- Question 16** What if my current employer requires clearances, but they are not the same as the Child Protective Services Law?
Answer 16 PA Code mandates the clearances we are allowed to accept, please see question 2. Please note - active duty police officers do not need to obtain/submit clearances to volunteer.
- Question 17** Do I need to submit the paperwork or clearances if I want to assist with PTO-sponsored events that are held outside of the school day (e.g. Fun Fest, basketball nights, ice cream socials, etc.)?
Answer 17 Clearances are only required if it is a school sponsored event. However, in general it is good practice to provide clearances to the district.
- Question 18** I am a volunteer and only help on committees, I do not go into classrooms; do I have to get clearances?
Answer 18 Yes, as there is the possibility that a volunteer will be in direct contact with student.
- Question 19** I am a coach that works during the baseball season only, do the same rules apply to me?
Answer 19 If it is a PAID coaching position; please comply with the guidelines established for all district employees. If this is a VOLUNTEER coaching position, then the rules for volunteers apply to the assignment.

FBI FINGERPRINT CLEARANCE

Effective November 28, 2017 the PDE has changed vendors for FBI fingerprint clearance processing from Cogent to IDEMIA.

Cost is \$22.60

Registration is required prior to having fingerprints taken.

1. Go to IDEMIA's website:
<https://uenroll.identogo.com/>

2. Enter Service Code

PA PDE – School District Employee:

1KG6XN

PA PDE Volunteer:

1KG6Y3

3. Press Go

Check to make sure it says Pennsylvania PDE- School Districts or Pennsylvania PDE Volunteer. If it is incorrect click back to home. Registrations under the wrong code are not transferable.

4. Select Schedule or Manager Appointment

5. Enter Legal Name, Date of Birth, Method of Contact (email required), Click next.

1KG6XN - Pennsylvania PDE-School Districts

Essential Info Additional Info Citizenship Personal Questions Personal

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Agency Identifiers

* Create a security question

Once your background check is complete, you will be prompted with this question in order to access your unofficial criminal history information

Text input field for security question

* Enter an answer for your security question

You will have to supply this answer to your question to access your unofficial criminal history information

Text input field for security question answer

Cancel

Back

Next

1KG6XN - Pennsylvania PDE-School Districts

Essential Info Additional Info Citizenship Personal Questions Personal Info Address

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth

Country of Birth dropdown menu

City of Birth

City of Birth text input field

* Country of Citizenship

Country of Citizenship dropdown menu

Cancel

Back

Next

1KG6XN - Pennsylvania PDE-School Districts

Additional Info Citizenship Personal Questions Personal Info Address Personal

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias?

Yes/No radio buttons

* Is your mailing address the same as your residential address?

Yes/No radio buttons

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

Yes/No radio buttons

Cancel

Back

Next

1KG6XN - Pennsylvania PDE-School Districts

Citizenship Personal Questions Personal Info Address Documents

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

US/Metric radio buttons

* Height

Height input fields (ft, in)

* Weight

Weight input fields (lbs)

* Hair Color

Hair Color dropdown menu

* Eye Color

Eye Color dropdown menu

* Preferred Language (Receipts & other communication)

Preferred Language dropdown menu

* Gender

Gender dropdown menu

* Race

Race dropdown menu

* Ethnicity

Ethnicity dropdown menu

Cancel

Back

Next

6. Agency Identifiers: Create a Security Question and Answer (notate for future reference). Click next.

7. Enter Citizenship Information. Click next.

8. Enter answers to Personal Questions. Franklin Regional School District currently does not have authorization/coupon codes. Click next.

9. Enter Personal Information. Click next.

Personal Questions > Personal Info > Address > Documents > Location > Date and Time

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country

* Address Line 1

Address Line 2

* City

* Postal Code

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10. Enter Mailing Address. Click next. This is where your unofficial report will be mailed to.

12. Choose Document that you will bring with. Click next.

13. Location: Enter your zip code and click search to display locations near you. Click on the location and then next to select.

14. Schedule Appointment by selecting date and time. Click submit.

15. Click print status in upper right hand corner to print your registration form that you will take with you to your appointment.

Payment is processed when prints are taken.

Please read the registration form as it contains important information that you will need to know when you go get your fingerprints scanned.

16. Click done.

- You will receive a confirmation email.
- Provide UE ID from your registration form to employer once fingerprints have been scanned.

Personal Info > Address > Documents > Location > Date and Time

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document

* Does the name you are enrolling under match the name on all documents selected?
 Yes No

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Address > Documents > Location > Date and Time

Enter a Postal Code, City, Airport Code or Special Location Access Code to 'Search' for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

15108

Location	Address	Next 7 Days	Distance
> Pittsburgh, PA	8158 Perry Hwy	241 appointments available	8.2 mi
> Wexford, PA	10521 Perry Hwy	0 appointments available	9.63 mi
> Monaca, PA	147 Poplar Ave	0 appointments available	12.24 mi
> Pittsburgh, PA	1699 Washington Rd	106 appointments available	13.13 mi
> Cheswick, PA	801 Freeport Rd	0 appointments available	19.37 mi

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Documents > Location > Date and Time

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date:

Select Time:

Walk In

Note: Scheduled appointments take priority over walk-ins.

Location Details:

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