



BETHEL PARK

SCHOOL DISTRICT

VOLUNTEER CLEARANCE UPDATE

Since 2015, the State of Pennsylvania requires that all school volunteers have the proper clearances on file with their School District in order to volunteer. These clearances are valid for five years from the acquisition date of the oldest clearance.

Please go to the [Volunteer Info](#) section of the website to learn what you will need to do to obtain clearances and get a Volunteer ID Card or to update your clearances and get a new Volunteer ID Card if you are already volunteering and your clearances are expiring.

If you are currently a BPSD Volunteer, you are responsible for updating your clearances and providing the updated documentation in order to receive a new Volunteer ID Card.

The District is attempting to email those individuals whose clearances are soon to expire, but it is still your responsibility to begin the updating process before your clearances expire.

Because of the social distancing restrictions regarding COVID-19, you are able to submit your clearances electronically. Please email *in one email* if possible:

- **Either a PDF or a photo of your three clearances** (or the Volunteer Request for Waiver of FBI Fingerprint Record Check—if you qualify) and the Acknowledgement of Volunteer Obligations Form to the [Superintendent's secretary, Mrs. Mary Beth Gregg](#)
- A copy of your driver's license
- **A head-shot photo for your ID card** (Even if we have a photo of you on file, your ID card needs to have an updated photo.)

You must also go to [Qualified Volunteer Clearance Information](#). Submit that completed online Google form to [Mrs. Gregg](#).

We also ask that you review [Bethel Park School District Policy 824—Maintaining Professional Adult/Student Boundaries](#).

We encourage you to update your clearances as soon as possible and submit all of the necessary materials to Mrs. Gregg to get the process completed. All District Principals and Building Secretaries have access to the Volunteer List, and you will not be able to volunteer in our schools without your name on the Volunteer List and a valid Volunteer ID Card.

Your Volunteer ID Card will be available for you to pick up beginning Aug. 26 at whatever school that you listed on the online Google form.

If you have questions, please contact Mrs. Gregg at gregg.marybeth@bphawks.org or 412-854-8402. Thank you for helping to keep our students safe!