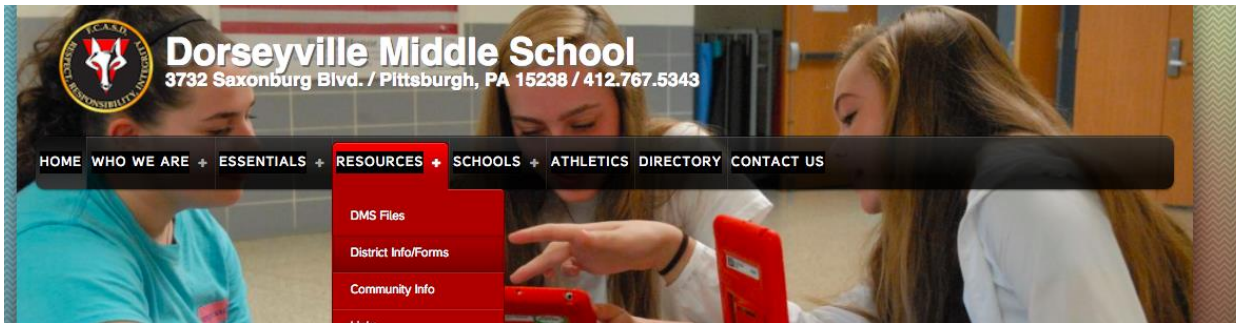


# We'd Love to have you Volunteer!

Fox Chapel Area School District greatly appreciates all of our volunteers who provide much needed assistance to students and teachers in so many ways.

To view our volunteer manual please visit <https://www.fcasd.edu>.



It's easy! We need **three** documents:

[Act 151 Pennsylvania Child Abuse Clearance \(FREE\)](#)

[Act 34 PA Criminal History Clearance \(FREE\)](#)

[Act 114 FBI Criminal History Report \(\\$22.60\)](#)

When all three documents are complete, please upload using the [Raptor System](#).  
Read below for further instructions.

- **ALL volunteers MUST submit clearances.**
- **Prospective Volunteers must apply using the [Raptor System](#) through FCASD. ALL clearances must be completed before you can apply. The system will not save your information until all three documents are uploaded simultaneously.**
- **Hard copies AND clearances sent via email are no longer be accepted.**
- **Submitted clearances must be less than a year old – no exceptions. We can only verify clearances that were completed in 365 days or less.**
- **FBI Clearances must be completed through the DEPARTMENT OF EDUCATION – we cannot verify clearances through a different department. If you have FBI clearances through another department they will need to be redone, regardless of occupation.**
- **We do not accept the 10-year PA resident waiver.**
- **You will receive an email when your clearances have been verified and you are approved to volunteer.**
- **You will also be notified via email 90 days and 30 days before your clearances expire with the district.**

- **PLEASE NOTE NEW TIMELINE FOR APPROVAL:** Clearances are verified at the beginning of every month and only once a month. Provided that all information submitted is correct, prospective volunteers can expect to wait 30-60 days before approval. (See chart below)

Submit Clearances	Volunteer Approved
January 1 – 31	March 1
February 1 – 28	April 1
March 1 – 31	May 1
April 1 – 30	June 1
May 1 – 31	July 1
June 1 – 30	August 1

Submit Clearances	Volunteer Approved
July 1 – 31	September 1
August 1 – 31	October 1
September 1 – 30	November 1
October 1 – 31	December 1
November 1 – 30	January 1
December 1 – 31	February 1

## FAQ's

### **Why do I have to have clearances to volunteer?**

To stay compliant with PA Code and District Policy.

### **How long are clearances valid with the district?**

Five years from the oldest clearance date.

### **What is the service code to register online for the [FBI Clearance](#)?**

The service code for volunteering through the [Department of Education](#) is 1KG6Y3.

### **Where do I get fingerprinted? How does that work?**

Click [here](#) to search for a location near you. Once you register online using the link above, you are able to be fingerprinted. Once complete, your “unofficial” FBI clearance is what you will upload into Raptor.

### **How do I apply for my other two clearances?**

Register online using the links above and your certificates will be emailed to you, generally within one week.

### **Once approved, where can I volunteer?**

Once you are approved to volunteer, you can volunteer anywhere in the District.

### **I have clearances from my child's former school, two years ago, can I use those?**

All new volunteers must present clearances less than one year old.

### **Am I able to obtain a copy of my clearances to use for another program outside of the district?**

The district does not provide copies of clearances to volunteers. All volunteers must keep a copy of their own clearances.

**Have any other questions? Please direct them to the Volunteer Coordinator at [volunteers@fcasd.edu](mailto:volunteers@fcasd.edu).**

*For more information – please visit the volunteer manual on our website.*