

How to Obtain your Clearances to Volunteer

Step 1: Go to the Hempfield School Districts Home Page:

<https://www.hempfieldsd.org/>

Step 2: Scroll to the bottom of the home page to the “*I Want To Section*”. Click on the Review Volunteer Information Tab



Step 3: On the left-hand side, Under the “*HR Home*” Section Black square box, Click on the “Volunteer Clearances”:

Human Resources
Office

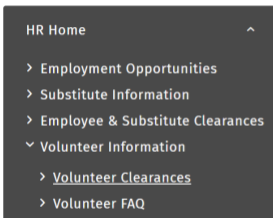
General Volunteer Information



Step 4: On the far right-hand side, Under the “*Required Clearances*,” please click on each section, follow the directions to fill out the necessary information.

Human Resources
Office

Volunteer Clearances



All volunteers are required to complete three clearances and the arrest/conviction report before volunteering with our students. The required clearances and arrest/conviction report are available in the sidebar.

You will be required to obtain new clearances every five years from your earliest clearance date to resume a role as a volunteer. When applying for your clearances, we recommend that you start the process well in advance of when you may need them to start an assignment. As a reminder, it is the responsibility of the volunteer to complete the forms and pay the required fees.

As soon as you have all of your clearances in hand, please take the forms to the Human Resources Office, 200 Church Street, Landisville,

Required Clearances

[PA Criminal Record Check](#)
No Charge for Volunteers

[Child Abuse History](#)
No Charge for Volunteers

[FBI Criminal Background Check](#)

Select Digital Fingerprinting
Service Code: 1KG6XN
After you have your receipt of payment for the FBI clearance, you will need to be fingerprinted at one of the approved locations.

[Arrest/Conviction Report](#)

Step 5: As soon as you have all your clearances in hand, please take the forms to the Human Resources Office, 200 Church Street, Landisville, at which time we will make a copy for our records. You may also email your completed clearances and arrest/conviction report to the [Human Resources Office](#).