



AASD Volunteer Clearance Requirements Frequently Asked Questions

There are many opportunities within the Altoona Area School District to volunteer and actively participate in the educational program of our students. As of July 1, 2015 all volunteers must meet the requirements set forth by law, Act 15 of 2015. Thank you, in advance, for providing the information as requested and thank you for your service to our students.

1. Who must submit clearances?

Any adult volunteer who has regular and repeated interaction and contact with a student and is in areas where they are physically present with a student and can see, hear, direct and assess the activities of the student(s) is required to submit clearances.

2. What types of Elementary volunteer opportunities require clearances to participate?

Activities/events at the elementary school level that require volunteers to have clearances on record include but are not limited to: Field Trips; Classroom Celebrations; Year-end Carnivals/Celebrations; and Library Volunteers. The Building Principal is responsible for the direct oversight of all volunteers and has final authority in requesting clearances.

3. What are volunteers required to complete and submit?

Non-school district employees are required to submit the following:

- Volunteer Acknowledgement Form
- Volunteer Confidentiality Agreement
- Pennsylvania Criminal History Clearance
- Federal Criminal History and Fingerprinting Report or AASD Volunteer Affidavit
- Pennsylvania Child Abuse History Clearance
- Reportable Offense Obligation Form
- Child Abuse online training (Act 126)
- Tuberculin Test Results

4. What are the costs of the clearances?

- PA Criminal History Clearance – Fee waived for volunteers
- PA Child Abuse History Clearance – Fee waived for volunteers
- Federal Criminal History and Fingerprinting - \$27.00**

**If you have been a resident of PA for 10 or more consecutive years and have not been convicted of a reportable offense you may complete the AASD Volunteer Affidavit. There is no cost for this form.

5. Where do I get a Tuberculin (TB) Test completed?

You can schedule a TB test with your primary care physician or Mainline Medical will provide the test at discounted rate of \$5.00. If you chose to have the test at Mainline Medical, you will need to call and schedule an appointment and state it is for the Altoona Area School District in order to receive the discounted rate.

6. Where can I obtain the required clearances and forms?

A Volunteer Manual containing all forms and instructions on how to apply for clearances is available online at www.aasdcat.com. A hard copy can also be obtained in the school's main office.

7. Where do I submit my clearances and what if I volunteer in several school locations?

Clearances are required to be submitted to the school's main office and only required to be submitted to one school location. The clearances are valid district-wide for volunteer purposes. We do ask that you inform the main office of any additional school as to where your clearances are on file.

8. Can I volunteer before my clearance requirements are met?

No. All volunteers are required to have clearances on file in the school's main office prior to being approved to volunteer.

9. How often do I need to renew my clearances?

Volunteer clearances must be renewed every 5 years (60 months). Please note free clearances will only be provided every 57 months.

10. Are AASD employees who serve as volunteers required to submit clearances?

AASD employees who serve as volunteers are required to submit the Volunteer Acknowledgement Form only.