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**Fountain Hill Elementary School**  
**VOLUNTEER CLEARANCE INFORMATION**

A NOTICE FOR PROSPECTIVE VOLUNTEERS: OUR STUDENTS NEED YOU!

In order to volunteer in any capacity at Fountain Hill Elementary School, Bethlehem Area School District requires volunteer clearances to be copied and on file at the school site. The process is easy and school personnel are available to help you complete the paperwork.

**REQUIRED of ALL SCHOOL VOLUNTEERS:**

**1. *Pennsylvania Criminal Background Check***

- Submit information here: <https://epatch.state.pa.us>
- Print certification form (indicates “no record”)

**2. *Pennsylvania Child Abuse Check***

- Submit information here: <https://www.compass.state.pa.us/cwis>
- Print clearance document (indicates “no record”)

**4. *Vital Statistics Information Form***

**5. *Volunteer Statement***

**Required of any school volunteer who has not lived in Pennsylvania for at least ten years:**

**5. *FBI Fingerprints***

- Register here: <https://www.pa.cogentid.com>
- Complete fingerprints at local fingerprint center (Lehigh University Mail Center location - closest to Fountain Hill)

*If you have any questions regarding the volunteer clearance process, please contact*  
*Paige Hoffman, Community School Director*  
*610-865-5881 x29310 | [phoffman@basdschools.org](mailto:phoffman@basdschools.org)*