



Hillside Elementary School

507 Howellville Road
Berwyn, PA 19312-1000
(610) 240-1500

Office of the Principal

June 9, 2016

Dear Parents,

We are happy to provide this update on the requirement for parent volunteers in our schools to obtain background clearances.

As you are likely aware, new amendments to the Child Protective Services Law (CPSL) enacted on July 1, 2015, state that school volunteers with regular and repeated contact with students and who are responsible for the care, supervision, guidance or control of children will need background clearances. As of July 1, 2016, your clearances must be received and processed by the School District prior to you volunteering for activities requiring clearances.

In all of our schools, there is a wide variety of volunteer opportunities, some of which require clearances and some of which may not. You can view the summary of opportunities on the District website at www.tesd.net/volunteers. Please note that many of these decisions will depend on the specifics of each opportunity. For example, a field trip where students are likely to be alone with a volunteer may require clearances while a nonrecurring visit to a classroom event may not. Teachers and principals will work together to determine whether or not clearances are required as volunteers are called upon for each specific event. For that reason, we recommend and encourage all parents to go ahead and get the clearances to avoid any confusion in the future. We thank the many parents who have already obtained and submitted their background clearances.

The three clearances required are the (1) PA Criminal Background Check, (2) PA Child Abuse Clearance, and (3) FBI (federal criminal background check). Directions for completing these forms can be found at www.tesd.net/volunteers. There is no cost for the two PA clearances and the cost of the FBI check is \$27. If you have lived in PA for the entirety of the previous ten years, you may submit an affidavit form in lieu of the FBI check. The affidavit form, which must be signed and witnessed, is also available on the District website. All clearance forms should be sent to the TESD Human Resources Office, 940 West Valley Road, Suite 1700, Wayne, PA 19087. They may also be emailed to volunteerclearances@tesd.net.

Additionally, renewal of clearances will now be required every five (5) years. If you already have your clearances, they are active for five (5) years from the date you obtained them.

Any questions regarding background clearances for volunteering may be directed to Jeanne Braun, Community and Volunteer Services Coordinator, at braunj@tesd.net or 610-240-1913.

We are grateful for all of the efforts made by our volunteers to assist the teachers and students, and we want everyone to be in a position to continue this tradition of commitment and service in the T/E School District.

Sincerely,

Diane M. Cohle

Principal
Hillside Elementary School

Jeanne Braun

Coordinator, Community & Volunteer Services
T/E School District