

CHAPERONE CHILD ABUSE CLEARANCES

In order to comply with the Montour School District policies and/or procedures, all persons acting as chaperones or who have individual contact with any student at any Montour Foundation for the Performing Arts function is required to have a valid Child Abuse Clearance from the State of Pennsylvania (Act 151) and a Criminal History check from the Pennsylvania State Police (Act 34). You will not be permitted to act as a chaperone for any MFPA function unless you have the clearances on file with the MFPA Board.

Current personnel of the Montour School District will not be required to obtain an additional check, however, you must inform the MFPA Board that you are an employee. Persons who possess other valid clearances must provide copies of those clearances to the Chaperone chairperson.

The process of obtaining the clearances is a simple one, but the Act 151 clearance takes about 6 weeks to obtain so allow yourself plenty of time to obtain your clearances.

To initiate the Act 34 Criminal History Check you can obtain forms from the State Police, or you can do the whole process on line. To do so, go to Website <https://epatch.state.pa.us/Home.jsp> and follow the directions. Be sure to select the **SCHOOL DISTRICT** option when filling out the form. There is a fee of \$10.00 for either the paper or online process (the online process is paid via credit card on line.

To start the Act 151 clearance, get a copy of the form from your state legislator, download a copy from the MFPA Website, or go to website <http://www.dpw.state.pa.us/Resources/Documents/Pdf/FillInForms/DPWchildabuse.pdf> print out this form and fill it in. Then forward the completed form with a \$10.00 certified check or money order application fee to your state legislator or mail it to the address on the form.

After receiving your clearances forward a copy to the MFPA Board.