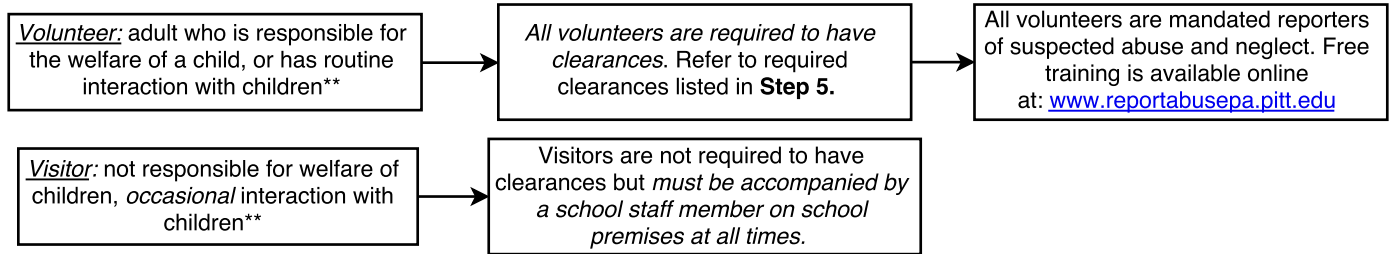
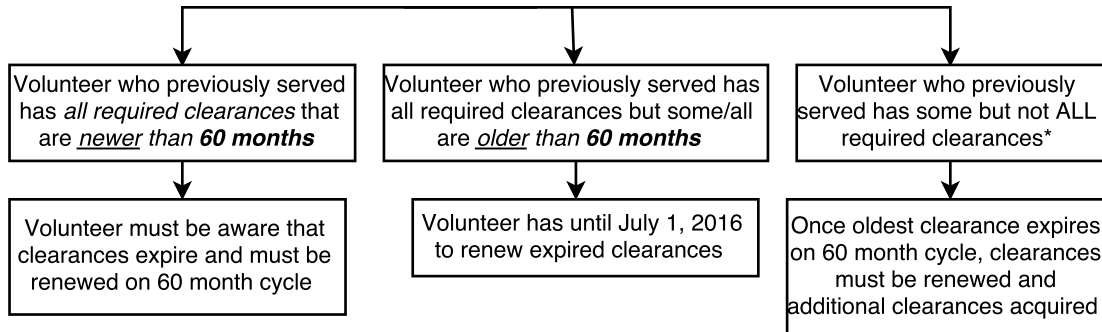


# Volunteer Practices for the School District of Philadelphia

## Step 1: Determine if individual is a volunteer or a visitor

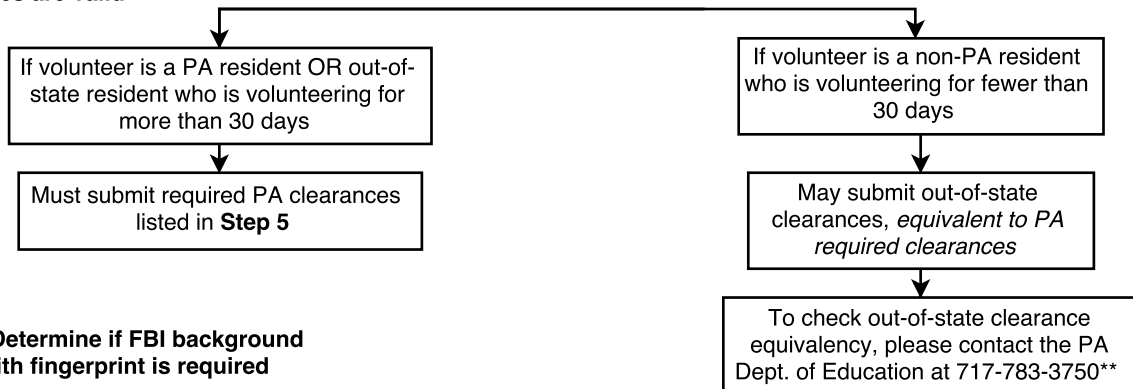


## Step 2: Determine if previously held clearances are valid

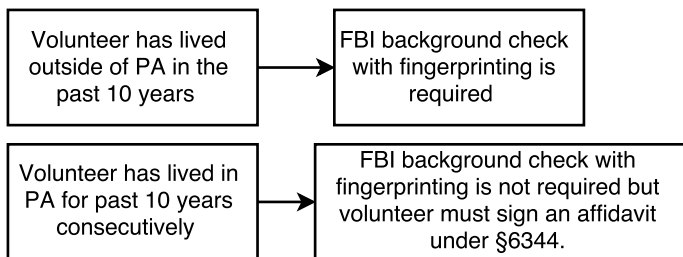


\*Example: a parent volunteer with Child Abuse and Criminal clearances who was not previously required to have FBI background check must attain this clearance once Child Abuse or Criminal clearances expire.

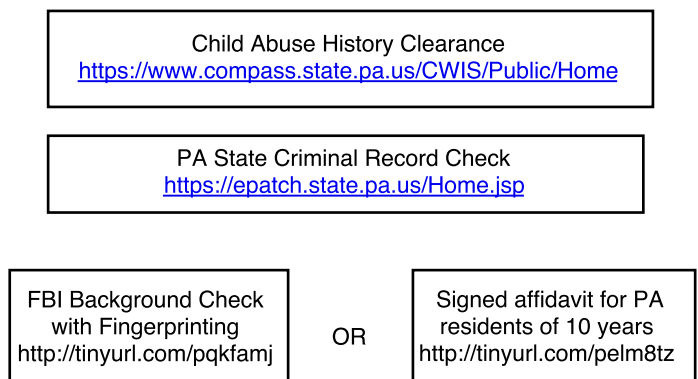
## Step 3: Determine if out of state clearances are valid



## Step 4: Determine if FBI background check with fingerprint is required



## Step 5: Complete required PA clearances



\*\*If you have any questions about distinctions between Volunteers and Visitors, out-of-state clearance equivalency, or the District's volunteer practices, please contact:

**Pennsylvania Department of Education's School Services Office at 717-783-3750 or via email at [ra-pde-schoolservice@pa.gov](mailto:ra-pde-schoolservice@pa.gov)**

\*\*\*Once a volunteer receives certifications, it is recommended that he or she *retain a copy of each clearance certification* for future records.