

August 31, 2015

Dear School Volunteer,

Thank you for all your time volunteering in our school. Your help is what makes our many programs so successful.

Due to the recent changes in state law, all volunteers, staff and faculty are required to update their Clearances. As of July 25, 2015, there is no cost for state clearances for volunteers.

For your convenience, we have enclosed a form that must be fully completed and sent to the Diocese of Scranton as indicated at the bottom of the form. The Safe Environment Office will do the State Police Criminal History Check and send the results to you with instructions on completing additional required background checks. Please note that if **a volunteer** has resided in Pennsylvania continually for the past 10 years they will not need to be fingerprinted. In that case, there will be a residency affidavit that must be signed. The Child Abuse History Check will need to be completed by you after the State Police check is done. Once all clearances and affidavit/fingerprints have been received, you will need to provide copies to the Good Shepherd Academy office to maintain in our compliance binder.

If you work in a school or volunteer with another organization that requires the new state & FBI clearances, you can provide GSA with copies of your clearances as long as they are less than 3 years old.

If you have clearances on file with the school, we must have copies of the **new state mandated clearances and affidavit of residency or FBI fingerprint clearances by September 30, 2015.** If you do not have clearances on file with the school, you must complete all the required state clearances, along with the residency affidavit or FBI Fingerprint clearance before you can volunteer in any capacity.

If you have any questions, please feel free to contact me at any time.

Sincerely,

Mr. James A. Jones
Principal

Mr. Stan Pavlick
Vice Principal