



# Swiftwater Intermediate School

208 Campus Drive  
PO Box 200  
Swiftwater, PA 18370-0200

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*Principal*

Mrs. Kristine Kunsman

*Assistant Principal*

Mr. Daniel Higgins

August 28, 2024

Dear Parents/Guardians,

This letter is to inform you of some changes to the background clearance requirements for adults who volunteer in our schools. Effective February 1, 2023, parents/guardians who volunteer in our schools in the following capacities are required to obtain clearances:

- Field Trip Chaperones
- Classroom Helpers
- Assist with PTO and or /Booster Club events at school during school hours
- Work with students as Band and Choral Helpers
- School Helpers who have direct contact with students
- Volunteer Coaches / Advisors
- Other Volunteer Positions where adults interact directly with students in school

The required clearances for all school volunteers are:

- **Pennsylvania State Police Criminal History Check (Act 34)**
- **Pennsylvania Child Abuse History Clearance (Act 151)**
- **If you have lived outside of Pennsylvania within the last 10 years, you will be required to complete an FBI Criminal History Clearance, the cost of which will not be reimbursed.**
- **If you have lived in Pennsylvania for a minimum of 10 consecutive years, you have the option to complete the Volunteer Verification for Exemption from FBI Federal Criminal History Clearance in lieu of being fingerprinted.**

Clearances can be obtained at no cost for volunteers. Clearances that have been obtained within one (1) calendar year can be submitted to the schools. Clearances remain valid for 5 years, as long as you continue to volunteer for at least one activity per school year. If you have "a break in service" where you did not volunteer for one activity in a school year, you will need to obtain new clearances.

For more information on how to obtain your school volunteer clearances, please go to the PMSD website ([www.pmsd.org](http://www.pmsd.org)), click on the *Employment* tab at the top of the page, then select the Clearances & Forms tab on the left side of the Employment Page. You can also find this information on the SIS webpage ([www.pmsd.org/page/2855](http://www.pmsd.org/page/2855)), click on the *For Parents* tab at the top of the page, then select the *Volunteer at SIS* on the left side of the *For Parents* tab. If you have trouble navigating the website, please call the main office and someone will walk you through the steps to apply for your clearances. Once you receive your completed clearances, please submit a copy of each clearance to the main office at our school.

Your volunteer efforts help make our school great. Thank you for your continued support as a volunteer in our school.

Sincerely,

Kristine Kunsman  
Principal