

## Volunteer Application Process - NEW

The Wilmington School District is transitioning its records of all parent volunteer clearances to an electronic database. ALL current and new parent chaperones, volunteers and volunteer coaches will need to reapply to be a volunteer and resubmit ALL clearance documents through the new online portal located on the district website. Clearances are valid for five years from the date you applied for them. You will only need to apply for new clearances if your clearances have expired. If you are a current volunteer, we ask that you complete this process by December 1, 2021.

**NOTE:** Before you begin the process, you must first scan each of your clearance documents to your computer and save them as **SEPARATE** pdf files.

**Step 1: Visit the volunteer page on our district website by clicking on “Menu” at the top of the Home page. On the left side under “District”, click on “Employment & Volunteer Info”. Click on “Volunteer Information”. Make sure that you have all required documents or they are renewed and up to date:**

- Act 34 Criminal Background Check - <https://epatch.state.pa.us>
- Act 151 Child Abuse - <https://www.compass.state.pa.us/cwis/public/home>
- [Act 24 Arrest/Conviction Report](#)

**Step 2: FBI Fingerprinting clearance:**

If you have not lived in Pennsylvania for 10 consecutive years or if you are interested in chaperoning an overnight trip (or are a band chaperone), you must upload your Pennsylvania Safe Check (PA SafeCheck) Fingerprints - <https://www.identogo.com>. The Service Code is 1KG6XN

**Step 3: Scan or save all clearance documents to your computer as separate PDF files**

**Step 4: Begin the online upload process here:**

[Volunteer Application](#)

You must provide an email address. That is how the system will communicate with you. Once your application is received and you are approved, you will receive an email notifying you of your volunteer status. In the email, you will receive a User name and then you will be required to create a password.

If you have questions or encounter technical issues, please contact Melda Irwin at (724) 656-8866 x 6100 or [irwin@wasd.school](mailto:irwin@wasd.school).

Thank you for your willingness to volunteer!