



MANHEIM TOWNSHIP SCHOOL DISTRICT

DISTRICT OFFICE

450A CANDLEWYCK ROAD LANCASTER PA 17601

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www.mtwp.net

Background Check Information

Any organization's volunteers/employees (18 or older) who will care, supervise, guide, control or have routine interaction with children will need to have the following background checks/clearances:

1. Child Abuse Background Check (Valid for 5 years)
<https://www.compass.state.pa.us/CWIS>
2. PA Criminal History Check (Valid for 5 years)
<https://epatch.state.pa.us/>
3. PA Residency Affidavit - You may use this form if you have been a resident of Pennsylvania during the entirety of the previous ten-year period AND you are not disqualified from service by reason of criminal history then you DO NOT need to process the FBI clearance.

IF NOT, YOU WILL NEED...

FBI Identogo Fingerprint Check (For a PA resident less than 10 years or not consecutive years). Valid for 5 years. MUST be within ONE year of volunteering.

<https://uenroll.identogo.com/>

If any employee or volunteer of the applicant is also an employee of Manheim Township School District and have already undergone a satisfactory background check that is on record, then a new background check is not required.

If the applicant is a recognized PTO, booster club or any School District sanctioned volunteer group background checks are NOW required.

Verification that the background checks will be obtained for each and every employee or volunteer of the applicant shall be submitted to the District with the application. The applicant shall submit a list of employees and/or volunteers age 18 and over who meet the criteria above and no later than 14 days before the date of the event and must be ready to provide all background check information to the District for inspection upon request.

OUR MISSION: NURTURE AND CHALLENGE FOR SUCCESS