

PROCEDURES for: Observation, Class Visitation, Volunteer,

Individuals requesting any of the above with the Morrisville School District are required to send a letter/email describing your request as described in Part 1 below, as well as have current clearances as described in Part 2 below.

PART 1 - PLACEMENT:

Please send an introductory letter/email in which you introduce yourself and describe your request. Include the following information and send to School Secretary, Supervisor or Human Resource Department:

- Share what college/university you're attending & what major/program/class this is for.
- Who is your college contact? Provide his/her contact information (phone & email).
- How many hours/days/weeks you are requesting & what days/hours work best for you.
- Your deadline for completion.
- Which program or kind of students you'd like to be with.
- Whether you prefer Preschool, Elementary, Middle, or High School.
- Contact phone number & email where you may be reached.

Our Special Education Supervisors and Principals will need to evaluate your request to see if we have an appropriate placement. If so, you will be asked for the clearances listed in Part 2 and HR will coordinate the process. If you have any questions about the above information, please contact HR by [email](#).

PART 2 – CLEARANCES:

If you are approved for a placement or class visitation, please provide the following (all valid within a year) to Human Resources.

[Act 34](#): **PA State Police Clearance**

-You can apply online and you will receive results immediately. Print and retain the receipt/results containing your control number.

[Act 151](#): **Child Abuse Clearance**

-Create an account on the Child Welfare Portal or log in if you have already created an account.

-Read all information, create your own Keystone ID, and complete all requested information.

-You will receive an email confirmation and you are able to view the status at any time by logging in.

Classroom Observations:

A Negative TB Test is also required with the above clearances.

-Human Resources will need documentation of a negative TB Test within one year of your proposed start date.

Registration for FBI Fingerprinting

Registration:

Follow the Fingerprinting Registration Procedures found [here](#) (Cogent Systems: www.pa.cogentid.com) or call 1-888-439-2486. Once registered set up an appointment for fingerprinting.

Fingerprinting Results:

Applicants are to give their Registration ID number to the Human Resource Department, employer, etc. after they have been fingerprinted.

- **Official scanned fingerprint reports will be available online, in a secure server, for review by these Administrators within 24 to 48 hours after the applicants fingerprinting appointment.**
- **Applicants are advised to keep a copy of their Registration Receipt which includes their Registration ID. A copy of this receipt may be obtained at https://www.pa.cogentid.com/index_pde.htm. Please click on Proof of Transaction (Receipts).**

Applicants will receive a paper copy of this report 4 – 6 weeks after their fingerprinting appointment. The report will be mailed to the address used by the applicant for registration. This document does not constitute the official record – it is considered the “unofficial copy”, the official report is available online to Administrators.

Act 114: FBI Fingerprint

-You must register [\(Under the Department of Education\)](#) on the Cogent website prior to visiting a fingerprint site.

-The cost is \$27.00 payable by credit card on the website or by money order at the time of fingerprint appointment.

-The Bucks County Intermediate Unit is an official Fingerprint location, for more information [click here](#).

-Provide Human Resources with the receipt containing the registration number, starting with the letters "PAE".