



# ♥ PARENT VOLUNTEER WORKSHOP ♥

Friday, November 22<sup>nd</sup>, 2024 and Friday, February 28<sup>th</sup>, 2025

2:00–5:00 p.m.

Administration Building

8201 Lansdowne Ave, Upper Darby 19802

**Come out to learn how to complete the process of becoming a  
Parent Volunteer in the Upper Darby School District!**

**ALL IT TAKES IS 30 MINUTES!**

## WHAT YOU WILL DO AT THE WORKSHOP:

- Learn about the [Volunteer Policy](#).
- Complete the Volunteer Application. Click [here](#) to save time and complete in advance. Bring the completed app with you. Copies will be available at the Summit.
- Submit for clearances on the spot.

- **PA Criminal History Background Check - Cost: \$0.00**

Takes approximately 10 minutes to complete online. Must bring Social Security Number. Click [here](#) to save time and complete in advance. Keep record of your application control number.

- **Child Abuse History Clearance - Cost: \$0.00**

Takes approximately 20 minutes to complete online. Must bring Social Security Number and all addresses from the last 30 years (to the best of your recollection). Click [here](#) to save time, create an online account and complete the online child abuse clearance in advance. Keep record of your Keystone ID.

- **FBI Criminal Clearance and Setting Fingerprinting Appointment - Cost: \$25.25**

Applicants must register with IdentoGO prior to arriving at a fingerprinting site. Call 1-844-321-2124 to register. Press #2 for IdentoGO Enrollment Services, then press #19 for Pennsylvania, then press #2 for a list of required documentation to bring to your appointment, then press #3 to schedule an appointment.

- Or, click [here](#) to complete online in 5 minutes. Enter Code 1KG6XN for PAPDE-School Districts. Must bring photo ID with you to the appointment. Personal checks will not be accepted. Credit cards, money orders, cashier's checks and checks will be accepted.

- Click [here](#) for the Identification Badge Request Form. Complete and have the Principal sign. After the [916-AR-2 Non-Staff Volunteer Approval Letter](#) is processed by the Personnel department, the ID Badge Request Form will be approved and you will be contacted via email to set a photo session appointment with the district. Copies will be available at the Summit.

- Click [here](#) to learn more.

- Your application package and a checklist outlining the parts of the process your completed parts of the process will be forwarded to your child's school. Please bring any outstanding items to your child's Principal.