

REQUIRED DOCUMENTS – **SPRING 2026**

CHECKLIST

☐ Deadline for Spring 2026 Clearances - 1.3.2026

1. PA CHILD ABUSE CLEARANCE

- ☐ Clearance must be dated on or after 5.10.2025.
- ☐ Certification PURPOSE: **Employment** (Do not choose VOLUNTEERS only version).
- ☐ Application PURPOSE: *School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the Public-School Code.*
- ☐ Certificate Delivery Method: YES

2. PA STATE POLICE CRIMINAL RECORD CHECK CLEARANCE

- ☐ Clearance must be dated on or after 5.10.2025.
- ☐ *Select Individual Request.*
- ☐ REASON for Request: **Employment or Other** (Do not choose VOLUNTEERS only version).
- ☐ Click on Hyperlink for the Control Number.

3. FBI FINGERPRINTING (IDENTOGO)

- ☐ Clearance must be dated on or after 5.10.2025.
- ☐ Enter Service Code: **1KG6RT** (Code for PA Department of Education).
- ☐ Click: Schedule or Manage Appointment.
- ☐ Complete Additional Information.

4. TUBERCULOSIS TEST (TB TEST)

- ☐ Use WCU TB Test Form.
- ☐ Acceptable date of TB Test result: Less than One (1) year from read date.
- ☐ Complete Section II: Provider Name and Address.

5. RELEASE FORM

- ☐ Sign and Date (not necessary to submit new Release Form each year)