



Laurel School District

2497 Harlansburg Road • New Castle, PA 16101 • 724-658-8940 • www.laurel.k12.pa.us

CHECKLIST FOR PROSPECTIVE SALARIED/VOLUNTEER COACHES

NAME:	APPLIED FOR:
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The following items are to be completed by all new salaried and or volunteer coaches in the Laurel School District.

	✓	
1. Coaching Application		All salaried and volunteer coaches must have a completed coaching application on file in the District office PRIOR to employment or approval. This application is included in this packet or can be obtained from the Athletic Director or the District Office.
2. Letter of Interest or Resume		Documentation regarding your interest/position.
3. ACT 34 (SP 4-164) – PA Police Request for Criminal Records Check		The following clearances are required by state law. https://epatch.state.pa.us/
4. ACT 151 - PA Child Abuse History Clearance		https://www.compass.state.pa.us/CWIS
5. ACT 114 - The Federal Criminal History Record (Fingerprints) OR ACT 153 WRITTEN AFFIRMATION – in packet		https://www.identogo.com/locations <ul style="list-style-type: none"> • All Salaried Coaches must complete ACT 114 • ACT 144 is NOT REQUIRED for VOLUNTEERS if you have been a resident of PA for ten years prior to this application; however, you must sign an Act 153 Written Affirmation for Volunteers. • If you have not been a continuous resident of PA for ten years, you must complete the Federal Criminal History Record Act 114.
6. Mandated Reporter Training		Complete online training. Print Certificate and return to District office. www.reportabusepa.pitt.edu
7. A PA Approved Course for Cardiac Wise		Both online Courses must be taken and certificates of completion be placed on file. These tests must be taken and successfully completed every year . www.sportsafetyinternational.org/coaches
8. A PA Approved Course for Concussion Wise		
9. Act 168 – Sexual Misconduct/Abuse Disclosure		This form is included in packet, but NOT REQUIRED FOR VOLUNTEERS .
10. Act 24 - Arrest/Conviction Report & Certification Form		This form is included in packet, but NOT REQUIRED FOR VOLUNTEERS .
11. Physical 12. TB Test		This form is included in packet, but NOT REQUIRED FOR VOLUNTEERS .

- **BEFORE YOUR NAME CAN BE PLACED ON THE BOARD AGENDA FOR HIRING OR APPROVAL, YOU MUST HAVE THE ABOVE PAPERWORK ON FILE IN THE DISTRICT OFFICE.**
- All clearances must be dated within one (1) year.
- All salaried coaches once approved must complete **PAYROLL PACKET** from District Office before receiving payment.
- If you have any questions regarding clearances, please contact District Office at 724-658-8940 x 3924

Mike Krol Athletic Director 724-598-9934

LAUREL HIGH SCHOOL



DEPARTMENT OF ATHLETICS

2497 Harlansburg Road, New Castle, PA 16101 phone: 724-598-9934

COACHING APPLICATION

Name: _____ Email: _____

Address: _____ City, State, Zip code _____

Birthdate: _____ Telephone: _____

Social Security No: _____ Employer: _____

Coaching Position Applying For _____

Have you ever applied to or been employed by this district? _____ If yes, detail _____

EDUCATION PREPARATION

High School: _____ City: _____ Grad. Date: _____

College: _____ City: _____ Grad. Date: _____

Major(s) _____ Minor(s) _____

SPORTS PARTICIPATION

<u>High School</u>	<u>Years</u>	<u>Letters Earned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>College</u>	<u>Years</u>	<u>Letters Earned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

COACHING EXPERIENCE

Place Level Position How Long Reason for Leaving

PHILOSOPHY – (Explain your philosophy as it applies to these areas)

Winning: _____

Sportmanship: _____

Discipline: _____

List any restrictions or conditions which may affect your availability for this position:

Give any additional information which may reflect upon your candidacy:

My signature below indicates that I have completed this application accurately and truthfully.

Signature: _____

Date: _____



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District Volunteer Letter of Interest

I, _____, would like to become a Laurel School District volunteer.

Printed Name

Street Address: _____

City, State Zip: _____

Phone: _____

E-mail: _____

Driver's License #: _____

Sport (if volunteer Coach): _____

FOR OFFICE USE ONLY

CHILD ABUSE _____

CRIMINAL _____

FBI FINGERPRINTS OR AFFIDAVIT _____

DATE APPROVED BY BOARD: _____

LAUREL SCHOOL DISTRICT
CLEARANCE DIRECTIONS



2497 Harlansburg Road, New Castle, PA 16101
District Office Phone: 724-658-8940 Fax: 724-658-2992

Act 151 - Child Abuse History Clearance

1. www.compass.state.pa.us/cwis
2. You will need to create an Individual Account
3. Check your email for a confirmation
 - a. There will be a temporary password sent to you
4. Reopen website from link in email
5. Go to "Individual Login"
6. Click "Access My Clearances" and fill out the clearance application
7. *Make sure you provide the correct "purpose for clearance" (Ex: Volunteer, employment, School Employee Governed by Public School Code, etc.)
8. Print out your clearance

*Paper Applications can be accessed online or in our office

Act 34 - PA Request for Criminal Records

1. <https://epatch.state.pa.us/>
2. Click "Submit a New Record Check"
3. Accept Terms and Conditions
4. Fill out the application
5. Once completed click the "Control Number" hyperlink, then click the "certification form" to view your record
6. Print out your certificate

*Paper Applications can be accessed online or in our office

Act 114 - FBI Fingerprint Federal History

(*If you are a 10-year PA resident wanting to volunteer you can fill out the Act 153 form instead)

1. www.identogo.com/locations You must register online before going to a fingerprint site.
 2. Enter your zip code
 3. Select a location near you
 4. Schedule Appointment
 5. Scroll down-select Digital Fingerprinting
 6. Enter Service code: **1KG6XN** (code for PA school districts)
 7. Schedule or Manage Appointment
 8. Complete the form and print it out. It has your confirmation number that you will need to have your fingerprints scanned.
 9. Bring form to location and have fingerprints scanned
 10. Return receipt with Identification # to District office for verification
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ACT 153 – CHILD PROTECTIVE SERVICES LAW

WRITTEN AFFIRMATION FOR VOLUNTEERS

One exception to the FBI fingerprint requirements applies to VOLUNTEERS. If the volunteer has been a PA resident for 10 years prior to application, and swears by written affirmation that he or she is not disqualified due to a conviction for any crime listed in the Child Protective Services Law (see List of Reportable Offenses), the FBI fingerprint requirement is not required. The Child Abuse and Criminal History clearances are still required.

Name: _____

Volunteer Position: _____

By checking this box, I state I have been a PA resident for the past 10 years.

By checking this box, I state I have not been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111 € or (f.1). See List of Reportable Offenses.

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction of Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

LIST OF REPORTABLE OFFENSES

- A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:

An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

Chapter 25 (relating to criminal homicide)	Section 4304 (relating to endangering welfare of children)
Section 2702 (relating to aggravated assault)	Section 4305 (relating to dealing in infant children)
Section 2709.1 (relating to stalking)	A felony offense under section 5902(b) (relating to prostitution and related offenses)
Section 2901 (relating to kidnapping)	Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
Section 2902 (relating to unlawful restraint)	Section 6301(a)(1) (relating to corruption of minors)
Section 2910 (relating to luring a child into a motor vehicle or structure)	• Section 6312 (relating to sexual abuse of children)
Section 3121 (relating to rape)	• Section 6318 (relating to unlawful contact with minor)
Section 3122.1 (relating to statutory sexual assault)	Section 6319 (relating to solicitation of minors to traffic drugs)
Section 3123 (relating to involuntary deviate sexual intercourse)	Section 6320 (relating to sexual exploitation of children)
Section 3124.1 (relating to sexual assault)	
Section 3124.2 (relating to institutional sexual assault)	
Section 3125 (relating to aggravated indecent assault)	
Section 3126 (relating to indecent assault)	
Section 3127 (relating to indecent exposure)	
Section 3129 (relating to sexual intercourse with animal)	
Section 4302 (relating to incest)	
Section 4303 (relating to concealing death of child)	

(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."

(3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:

- the United States; or
- one of its territories or possessions; or
- another state; or
- the District of Columbia; or
- the Commonwealth of Puerto Rico; or
- a foreign nation; or
- under a former law of this Commonwealth.

- A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:

(1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.

(2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.

(3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

**COMMONWEALTH OF PENNSYLVANIA
SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE
(under Act 168 of 2014)**

(Hiring school entity or independent contractor submits this form to ALL current employer(s) and to former employer(s) that were school entities and/or where the applicant had direct contact with children)

To:	Name of Current or Former Employer:	<input type="checkbox"/> No applicable employment
	Street Address:	
	City, State, Zip:	
	Telephone Number:	Fax Number: Email:
	Contact Person:	Title:

The named applicant is under consideration for a position with our entity. The Pennsylvania General Assembly has determined that additional safeguards are necessary in the hiring of school employees to ensure the safety of the Commonwealth's students. The individual whose name appears below has reported previous employment with your entity. We request you provide the information requested in SECTION 2 of this form within **20 calendar days** as required by Act 168 of 2014.

SECTION 1: APPLICANT CERTIFICATION AND RELEASE (TO BE COMPLETED BY THE APPLICANT EVEN IF THE APPLICANT HAS NO CURRENT OR PRIOR EMPLOYMENT TO DISCLOSE)

Applicant's Name (First, Middle, Last):	
Any former names by which the Applicant has been identified:	
DOB:	
Last 4 digits of Applicant's Social Security Number:	PPID (if applicable):
Approximate dates of employment with the entity listed above:	
Position(s) held with the entity:	

Pursuant to Act 168, an employer, school entity, administrator, and/or independent contractor that provides information or records about a current or former employee or applicant shall be immune from criminal liability under the CPSL, the Educator Discipline Act, and from civil liability for the disclosure of the information, unless the information or records provided were knowingly false. Such immunity shall be in addition to and not in limitation of any other immunity provided by law or any absolute or conditional privileges applicable to such disclosure by the virtue of the circumstances of the applicant's consent thereto. Under Act 168, the willful failure to respond to or provide the information and records as requested may result in civil penalties and/or professional discipline, where applicable.

Have you (Applicant) ever:

- Yes No Been the subject of an abuse or sexual misconduct investigation by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)?
- Yes No Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct?
- Yes No Had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct?

By signing this form, I certify under penalty of law that the statements made in this form are correct, complete, and true to the best of my knowledge. I understand that false statements herein, including, without limitation, any willful failure to disclose the information required, shall subject me to criminal prosecution under 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and to discipline up to, and including, termination or denial of employment, and may subject me to civil penalties and disciplinary action under the Educator Discipline Act. I also hereby authorize the above-named employer to release to the entity listed on page 3, the information requested in SECTION 2 of this form and any related records. I hereby release, waive, and discharge the above-named employer from any and all liability of any kind that may arise from such disclosure or release of records. I understand that third party vendors may be used to process this Act 168 pre-employment history review.

Signature of Applicant

Date

SECTION 2: CURRENT/FORMER EMPLOYER VERIFICATION (TO BE COMPLETED BY THE APPLICANT'S CURRENT EMPLOYER(S) AND ALL FORMER EMPLOYERS THAT WERE SCHOOL ENTITIES AND/OR WHERE THE APPLICANT HAD DIRECT CONTACT WITH CHILDREN)

Dates of employment of Applicant: _____

Contact telephone #: _____

To the best of your knowledge, has Applicant ever:

- Yes No Been the subject of an abuse or sexual misconduct investigation by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)?
- Yes No Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct?
- Yes No Had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct?

No records or other evidence currently exists regarding the above questions. I have no knowledge of information pertaining to the applicant that would disqualify the applicant from employment.

Former Employer Representative Signature and Title

Date

Return all completed information to:

School Entity/Independent Contractor:			
Address:		Phone:	
City:	State:	Zip:	Fax: Email:
Contact Person:		Title:	

Date Form Received: _____

Received by: _____

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

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- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<ul style="list-style-type: none"> ▪ Chapter 25 (relating to criminal homicide) ▪ Section 2702 (relating to aggravated assault) ▪ Section 2709.1 (relating to stalking) ▪ Section 2901 (relating to kidnapping) ▪ Section 2902 (relating to unlawful restraint) ▪ Section 2910 (relating to luring a child into a motor vehicle or structure) ▪ Section 3121 (relating to rape) ▪ Section 3122.1 (relating to statutory sexual assault) ▪ Section 3123 (relating to involuntary deviate sexual intercourse) ▪ Section 3124.1 (relating to sexual assault) ▪ Section 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) 	<ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children)
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

