

WELCOME

To the School District of Lancaster's Safe Kids Gateway

THANK YOU for your interest in volunteering with the School District of Lancaster! We know that we cannot do this work alone, and we are thrilled to have parents and community members share their time and talents with our students.

Pennsylvania has multiple requirements of individuals who volunteer with children, and this system makes it easier to comply with all of them. Please follow along for a “how-to” about uploading all necessary and required personal information and clearances.

VOLUNTEER INFORMATION

- To find the link to the Safe Kids Gateway system and more information about clearances, please visit the School District of Lancaster Website at:

<https://sdlancaster.org/inspire/volunteers/>

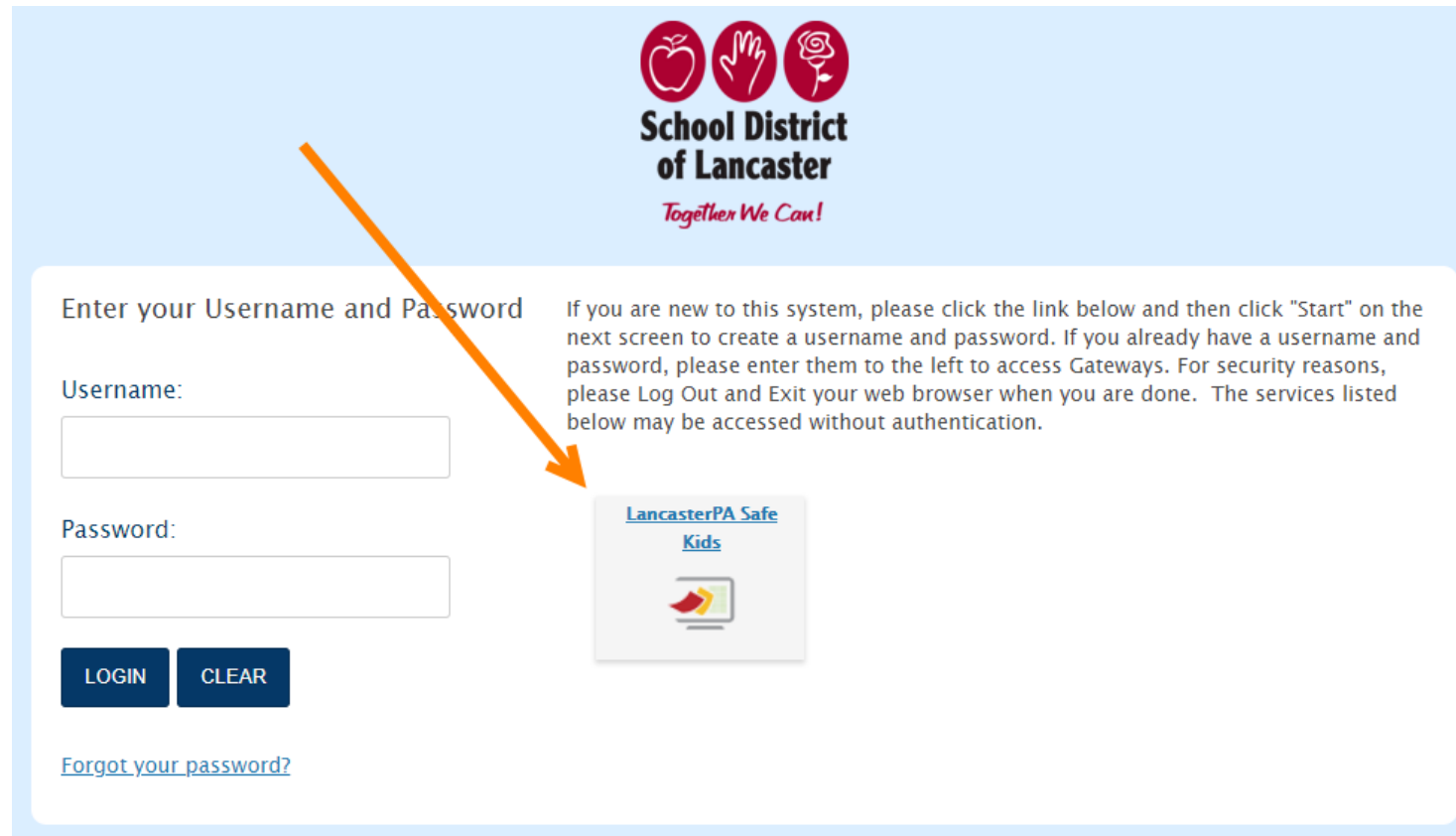
Here, you will find more information about the Safe Kids Gateway, links to all necessary clearances, SDoL Volunteer Guidelines and School Board Policies relevant to SDoL Volunteers.

BEFORE YOU BEGIN

- Please note that if you have ALL of the required clearance documents on-hand, this process can take as little as 15 minutes. If you do not have all required documentation, you will need to obtain the correct clearances, and that can take some time. Feel free to begin by creating an account and adding all personal information—you can always log back in to upload the documentation needed. Safe Kids will also email you to let you know what you are missing.
- This system is mobile friendly, so you can take pictures of all the documents and upload them directly from your phone; please just make sure that all necessary information is fully visible and not blurred.
- The Required Documentation/Clearances are as follows:
 - [Child Abuse History Certification](#)
 - [Pennsylvania State Police Response for Criminal Record Check](#)
 - [FBI Fingerprinting Clearance](#) OR Signed [PA Residency Disclosure Form](#)
 - Signed [Act 24 Arrest/Conviction Report](#)
 - Negative TB test **only if volunteering for 10+ hours a week, on a regular basis*

Beginning an Application

1. If you are new to the [Safe Kids](#) system, please create an account by clicking on the LancasterPA Safe Kids Link.



The screenshot shows the login interface for the LancasterPA Safe Kids system. At the top, the School District of Lancaster logo is displayed, featuring three red circular icons (an apple, a hand, and a rose) above the text "School District of Lancaster" and the tagline "Together We Can!". Below the logo, the heading "Enter your Username and Password" is followed by two input fields: "Username:" and "Password:". To the right of these fields, a paragraph of text provides instructions for new users and existing users. Below the input fields are two buttons: "LOGIN" and "CLEAR". At the bottom left, there is a link "Forgot your password?". On the right side, there is a button labeled "LancasterPA Safe Kids" with a red arrow icon. An orange arrow points from the top left towards this button.

School District of Lancaster
Together We Can!

Enter your Username and Password

Username:

Password:

[LancasterPA Safe Kids](#)

[Forgot your password?](#)

LOGIN CLEAR

If you are new to this system, please click the link below and then click "Start" on the next screen to create a username and password. If you already have a username and password, please enter them to the left to access Gateways. For security reasons, please Log Out and Exit your web browser when you are done. The services listed below may be accessed without authentication.

Beginning an Application

2. Hit Start on the page that reads “Welcome to the School District of Lancaster Background Clearance Upload Portal...”

Welcome to the School District of Lancaster Background Clearance Upload Portal. This portal allows volunteers and contractors to upload the required background clearances and certifications.

Lancaster Safe Kids

NEED AN ACCOUNT?



Start

Beginning an Application

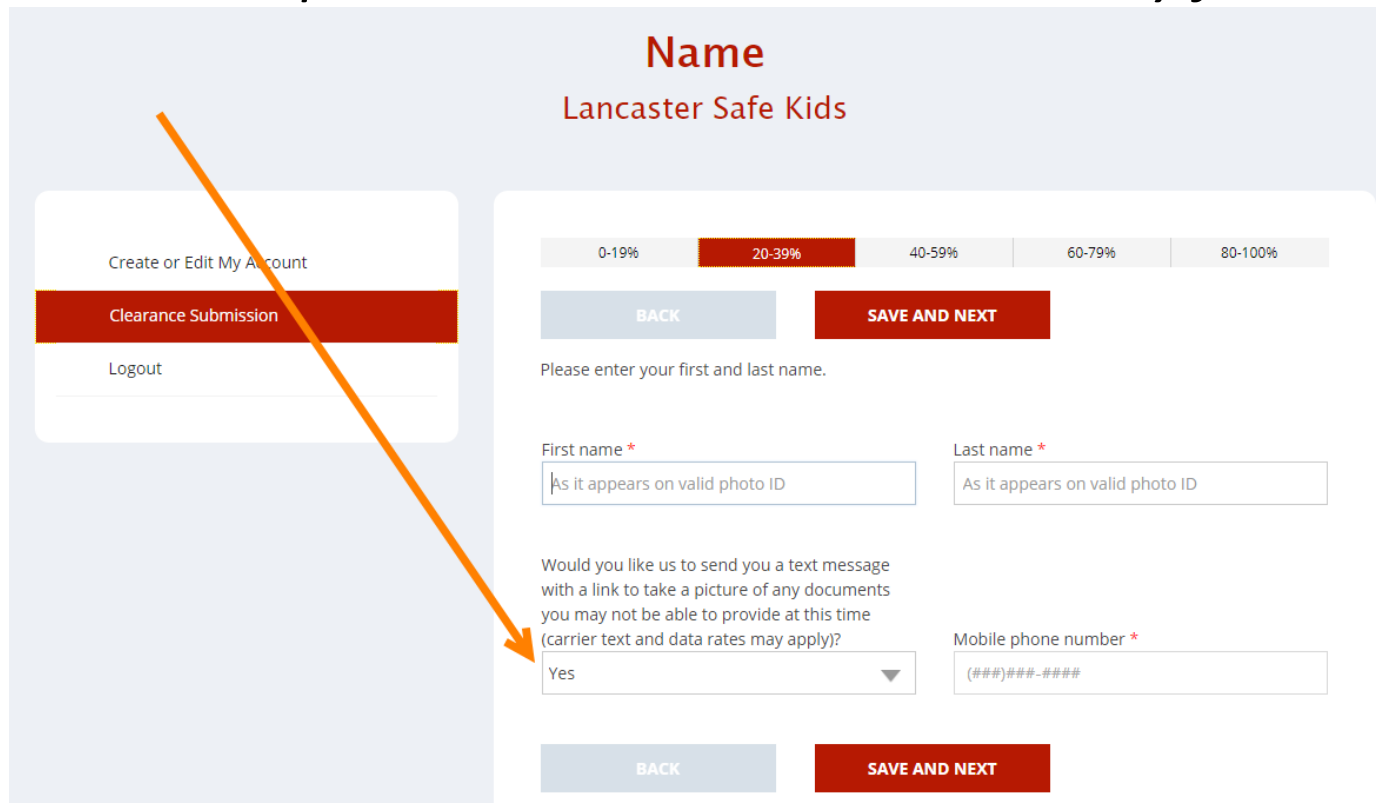
3. Begin creating your account by choosing a Username and Password. (I like to choose something I will easily remember). Please provide your email *address—you will need it if you forget your password!* Please note that no one at the School District of Lancaster will be able to help you reset your password. It is done solely through the Safe Kids platform.

Write down your login information somewhere safe!

Beginning an Application

4. Please provide your name as it appears on your valid photo ID. *Please make sure to select “Yes” if you would like a link to take pictures of your clearances and upload via your mobile phone! (This strategy is highly recommended, if you have a smart device.*

**You may also choose to upload scanned documents directly from a computer.*



The screenshot shows the 'Name' section of the Lancaster Safe Kids application. On the left is a sidebar with links: 'Create or Edit My Account', 'Clearance Submission' (highlighted in red), and 'Logout'. The main form area has a progress bar at the top with five segments: '0-19%', '20-39%' (highlighted in red), '40-59%', '60-79%', and '80-100%'. Below the progress bar are 'BACK' and 'SAVE AND NEXT' buttons. The form asks for the user's first and last name, with a placeholder 'As it appears on valid photo ID'. It then asks if the user wants a text message with a link to take pictures of documents, with a dropdown menu currently set to 'Yes'. An orange arrow points from the 'Clearance Submission' link in the sidebar to the 'Yes' option in the dropdown. The form also includes a field for a mobile phone number with a placeholder '(###)###-####' and another 'BACK' and 'SAVE AND NEXT' button at the bottom.

Name
Lancaster Safe Kids

0-19% 20-39% 40-59% 60-79% 80-100%

BACK SAVE AND NEXT

Please enter your first and last name.

First name *
As it appears on valid photo ID

Last name *
As it appears on valid photo ID

Would you like us to send you a text message with a link to take a picture of any documents you may not be able to provide at this time (carrier text and data rates may apply)?
Yes

Mobile phone number *
(###)###-####

BACK SAVE AND NEXT

Beginning an Application

5. On the next page, please select the correct service for which you are applying:

Volunteer or Contractor. The process may differ, depending on your role. Please also list any and all organizations/agencies you are volunteering with.

Volunteer: An individual who is applying for or holding an unpaid position with a school, program, activity, or service. A person responsible for a child's welfare or having direct volunteer contact with children. A volunteer is not a school employee.

District Contractor - Any entity, company, agency, or individual who provides services to the District with or without compensation, and who: (1) works under the general direction and supervision of central administration, building administration, department directors and/or supervisors; and (2) provides direct services to students or may from time to time, be reasonably expected to have unsupervised contact with students.

Examples of contracted services may include, but not be limited to: BHRS employees (TSS, MT, BSC, etc), School Based Behavioral Health Providers, Before/After-school Programs, Community School Staff, Student Teachers, Construction/Building Services, etc.

Applicant Type *

Volunteer

Do you expect to have direct contact with children for 10 or more hours per week? *

☐ Yes

☐ No

Are you the parent/guardian of a student attending the School District of Lancaster? *

☐ Yes

☒ No

Please list any agencies that you are applying on behalf of (for example, Power Packs) You may list more than one agency if necessary (please separate with comma)

Rotary, Power Packs, Boy Scouts, etc.

Volunteering with students for 10+ hours a week on a regular basis will trigger the need for documentation of a negative TB test.

BACK

SAVE AND NEXT

Beginning an Application

6. On this screen, please take time to read the School District of Lancaster's Volunteer Agreement. You will need to provide your **electronic signature, by typing in your name**, indicating that you have read and understood the agreement. *(You do not need to print this form)*

0-19%	20-39%	40-59%	60-79%	80-100%
-------	--------	--------	--------	---------

BACK

SAVE AND NEXT

Please read the Volunteer Agreement Statement

[Click here for the Volunteer Agreement.](#)

I confirm that I have viewed the above Volunteer Agreement and I agree with all volunteer terms, conditions, and policies.

Enter your name below. This is a legally binding electronic signature. *

Your name is your electronic signature.

BACK

SAVE AND NEXT

Beginning an Application

7. On the next screen, please fill out all of your personal information (name, email, address, phone number, etc.) None of this information will be shared with anyone outside of the School District of Lancaster.

Beginning an Application

8. The rest of the application will ask for the appropriate clearance documentation. Please make sure you have the following documents available to upload:

- Signed Act 24 (Arrest / Conviction Report and Certification Form)
- Act 34 Pennsylvania State Response for Criminal Record Check
- Act 151 Pennsylvania Child Abuse History Certification
- Fingerprinting Waiver OR Federal Criminal History Background Check

The System will give you opportunities to upload your documentation by browsing your computer:

Upload your Fingerprint Waiver documentation here

A screenshot of a web form for uploading a document. It features a light gray rectangular box. Inside the box, at the top, is a red button with a white plus sign and the word "Browse" in white text. Below the button is a white rectangular area, likely for a file preview or name. The entire box is set against a white background.

Keep going for more information about those clearances and how to apply for them.

Act 24 Arrest/Conviction Report

- Please [click here](#) to download, print, and complete this form. It requires your signature, certifying that you have not been arrested or convicted of any of the enumerated offenses. The Safe Kids system will also print you a copy, if you do not already have one, at the end of the account-creation process.
- Once the form has been filled out, please upload it to Safe Kids by either your computer or your mobile device.
- Please also make sure to click on the appropriate responses to the questions in the Safe Kids Gateway, and provide your electronic signature.
- *Nothing you disclose on this form will be shared outside of the School District of Lancaster and will only be used to determine eligibility for volunteering.

Act 24 Arrest/Conviction Report

Electronic Signature

☒ X

Have you been convicted of a first degree misdemeanor in the last 5 years? *

☐ Yes

☒ No

By entering my name below, 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. *

Samantha Sweigert

Upload your Act 24 documentation here

+ Browse

☒ No

Have you been convicted of a felony offense of the first, second or third degree within the past ten (10) years?

☐ Yes

☒ No

A copy of the Act 24 document will be produced for printing at the end of this process. You must print the document, sign it, and log back in to the system to upload it. *

☒ I understand

Please confirm you have uploaded the Act 24 document, or that you will provide it using your cell phone later (If document not present your application can not be approved). *

☐ Yes

Safe Kids will print you a copy of the form to sign, or you can download it from these instructions OR go to the District Website for download.

BACK

SAVE AND NEXT

ACT 24 ARREST/ CONVICTION REPORT Example

1 of 3

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

Section 1. Personal Information

Full Legal Name: Samantha Lynne Sweigert Date of Birth: 10/1/1986

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: Samantha Sweigert Date: 10/1/2019

Act 34 Pennsylvania State Police Response for Criminal Record Check

- Please [click here](#) to begin an application for this clearance, if you do not already have one. This clearance is free for volunteers and is valid for a five year period of time.
- Make sure to upload only the **Pennsylvania State Response for Criminal Record Check** when you are finished. (This page has the Pennsylvania State Seal in the background—please see the next page for an example.)
- *Nothing disclosed on this clearance will be shared outside of the School District of Lancaster and will only be used to determine eligibility for volunteering.

ACT 34 PA STATE CRIMINAL HISTORY REPORT

Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE

[REDACTED] PA [REDACTED]

TELEPHONE (610) [REDACTED]

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]
Date of Birth: [REDACTED]
Social Security #: [REDACTED]
Sex: F
Race: White
Date of Request: 07/29/2015 07:46 PM
Purpose of Request: Volunteer

Maiden Name and/or Alias (1) (2)
(3) (4)

*** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL # [REDACTED] ***

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:



Lieutenant Kevin J. Deskiewicz, Director
Criminal Records and Identification Division
Pennsylvania State Police

DISSEMINATED BY: SYSTEM
07/29/2015 07:47 PM

Act 151 Child Abuse History Certification

- This clearance certifies if the applicant is named in the statewide database as an “alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or indicated report.” It is free for volunteers to apply and is valid for a 5 year time period.
- You may apply for this clearance by visiting [this site](#). Please note, this clearance can take some time to fill out as it will ask for all addresses at which you have lived since 1975. (If you cannot remember everything exactly, that’s okay!)
- After you apply, you will receive a link to access the clearance via email. Please upload the Child Abuse clearance you receive by accessing that link. It can take some time for this clearance to come back, so please apply well in advance of when it is needed.
- *None of the information provided through this clearance will be shared with anyone outside of the School District of Lancaster.

ACT 151 CHILD LINE CHILD ABUSE CLEARANCE



pennsylvania
DEPARTMENT OF HUMAN SERVICES

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

0022265700010101

[REDACTED]
[REDACTED]
[REDACTED]

CERTIFICATION ID: VLELRNLX56

CERTIFICATION PURPOSE: VOLUNTEER

VERIFICATION DATE: 10/20/2016

SOCIAL SECURITY [REDACTED]

DATE OF BIRTH [REDACTED]

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. **NO RECORDS EXIST** in the Pennsylvania Department of Human Services' Statewide database listing the applicant as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT



Fingerprinting Waiver / PA Residency Disclosure Form***(volunteers only)

- If you have been a resident of Pennsylvania for the past continuous 10 year period, you may be eligible to complete and submit the PA Residency Disclosure form (Waiver) instead of the FBI Report.
- If you DO qualify for the waiver, you must print and sign the document and upload it to Safe Kids. Please print this document by [clicking here](#). A Waiver document will also be produced by the Safe Kids Gateway system once you complete your application. **When you upload it, please make sure you upload the page with your signature.**
- If you DO NOT qualify for the waiver, you *must* complete the FBI Fingerprinting Clearance (more information to follow).

FBI Fingerprint Waiver

You can print the document through Safe Kids, or by downloading it through these instructions.

Do you qualify for the fingerprinting waiver? *

- ☒ I DO qualify for the fingerprinting waiver.
- ☐ I DO NOT qualify for the fingerprinting waiver.

*A copy of the Fingerprinting Waiver document will be produced for printing at the end of this process. You must print the document, sign it, and log back in to the system to upload it. **

☒ *I understand*

Electronic Signature

I understand that statements herein are made subject to the penalties of 18 Pa. C.S § 4904 relating to unsworn falsification to authorities. Enter your full name. This constitutes a legally binding digital signature. *

* Required

Is your copy of the Fingerprint Waiver form ready and available for upload? If you have the document and are ready to upload it, please click, "Yes." If you need additional time to obtain this clearance, please click, "No," and continue for further information. *

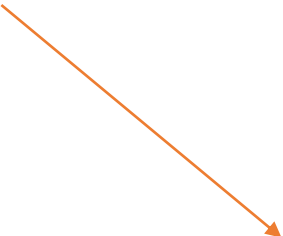
- ☐ Yes
- ☐ No

BACK

SAVE AND NEXT

FBI Fingerprint Waiver

Please make sure the part
of the document with
your signature and date is
what is uploaded to the
Safe Kids site.



I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name:

Samantha Sweigert

Signature:

Samantha Sweigert

Witness:

Signature: _____

Date:

10/1/19

FBI Fingerprinting Clearance

- If you do not already have an FBI clearance [or Waiver](#), you must apply for one by making an appointment to have your fingerprints taken by visiting the [Identogo](#) site. Contractors MUST complete the FBI clearance.
- The correct Service Code for **School Volunteers** is: **1KG6Y3**
- The correct code for a **Contractor** is: **1KG6XN**
- This process can take some time, and there are currently (as of October 2019) only two places in Lancaster County to get your prints taken—the Ephrata Public Library, and the Elizabethtown Public Library. When you have had your prints taken, please make sure you **KEEP YOUR RECEIPT** as *you will need to provide the Registration ID (UE ID Number)*.
- *None of the information provided through this clearance will be shared with anyone outside of the School District of Lancaster.

FBI CLEARANCE



[REDACTED]

SSN:

TCN:

[REDACTED]

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the result of your federal criminal history background check as of [REDACTED]



NO RECORD EXISTS



RECORD EXISTS, but conviction(s) does not prohibit hire in a childcare position according to the Child Protective Services Law.



RECORD EXISTS, but no conviction(s) is shown that does not prohibit hire in a childcare position according to the Child Protective Services Law.



DISQUALIFICATION - Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this report, please submit supporting documents to support your position. You may request a copy of your record from 5 years following receipt of notification by sending a written request to the address listed above. Applicants are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

A handwritten signature in cursive script that reads 'Christine Reber'.

Christine Reber, Division Director
Bureau of Policy, Programs and Operations

ALMOST DONE!

9. After you have finished uploading your clearances, please certify that you have completed your clearance information, and you will have the chance to review the information entered. You may also print out a checklist that will tell you anything you may be missing.

The screenshot displays a web portal interface for clearance submission. On the left is a sidebar with three links: 'Create or Edit My Account', 'Clearance Submission' (highlighted in red), and 'Logout'. The main content area features a progress bar at the top with five segments: '0-19%', '20-39%', '40-59%', '60-79%' (highlighted in red), and '80-100%'. Below the progress bar are two red buttons: 'BACK' and 'SAVE AND NEXT'. The text 'There are still 2 more steps to go!' is displayed. Below this, a message states: 'Next, you will review the information that you have entered in the clearance portal.' Further down, another message says: 'Finally, you will have the opportunity to view and/or save as PDF a checklist that will highlight any documentation or items that may still need to be completed after you exit this portal or that you will need to provide to the district.' A certification section follows with the text 'I have completed entering my clearance information *' and a radio button labeled 'Yes' which is selected. At the bottom are two more red buttons: 'BACK' and 'SAVE AND NEXT'.

Create or Edit My Account

Clearance Submission

Logout

0-19% 20-39% 40-59% 60-79% 80-100%

BACK SAVE AND NEXT

There are still 2 more steps to go!

Next, you will review the information that you have entered in the clearance portal.

Finally, you will have the opportunity to view and/or save as PDF a checklist that will highlight any documentation or items that may still need to be completed after you exit this portal or that you will need to provide to the district.

I have completed entering my clearance information *

☒ Yes

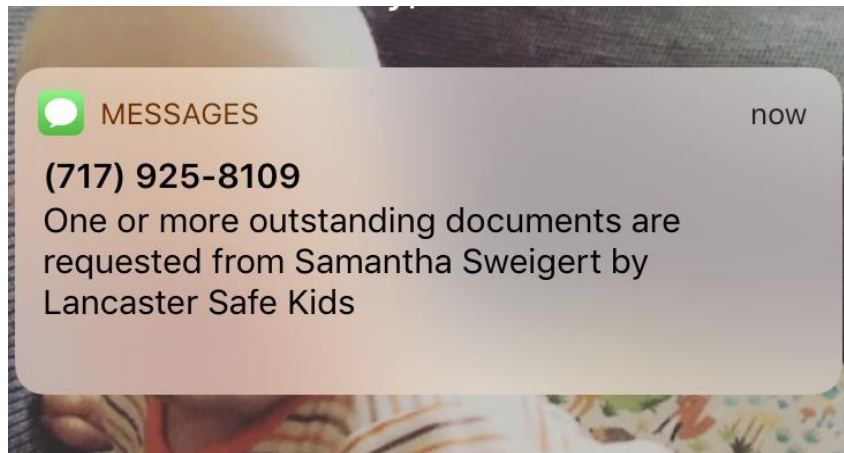
BACK SAVE AND NEXT

ALMOST DONE!

- Once you have finished completing the application, please print your forms. If you are waiting on any of your clearances, you will need to log back into Safe Kids Gateway to upload the forms once you have them, so please be sure to save your username and password somewhere secure! After all of your information has been uploaded and received by the District, you will get an email from the Safe Kids system stating whether or not you are able to volunteer.
- If you are approved to volunteer, please print your Volunteer Certification Form to bring with you to any of the District's buildings, and present it to the school secretary.

ALMOST DONE!

- If you have signed up for the Mobile Alerts/Links, and you are still missing any documents, you will receive a text that looks like this:



One or more outstanding documents are requested from Samantha Sweigert by Lancaster Safe Kids

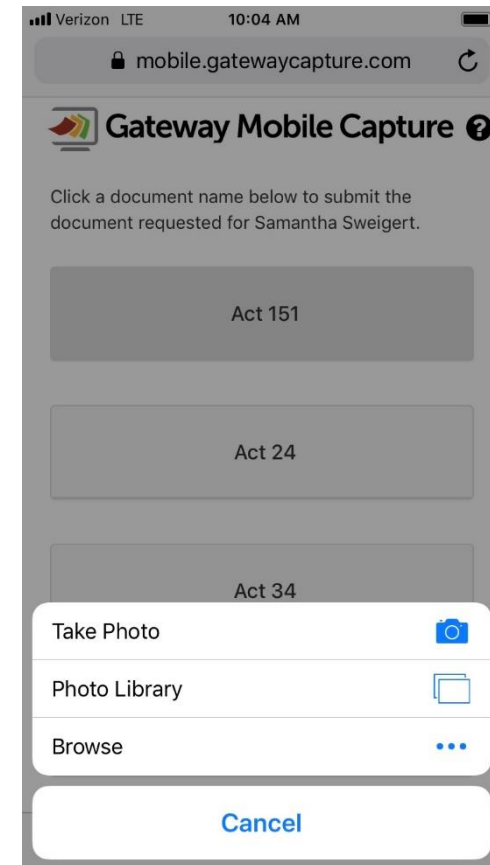
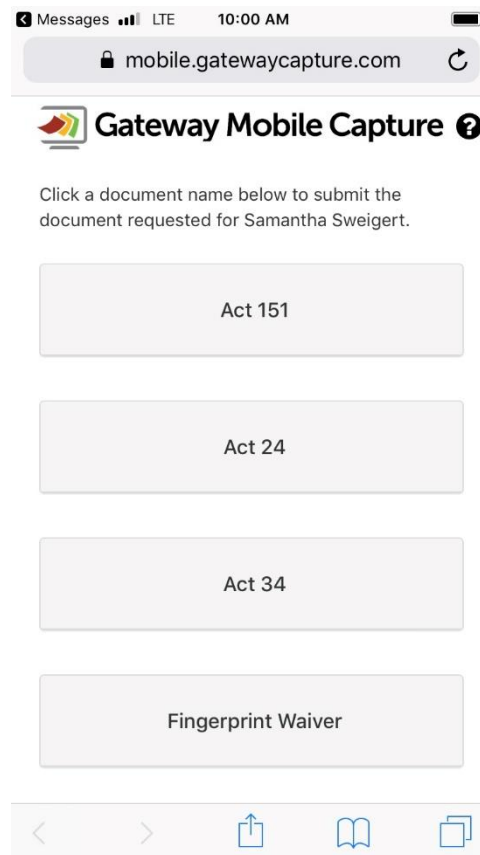
Please click the following link to choose and upload the requested documents:

[https://
mobile.gatewaycapture.com/
gc-mobile-server-web/
gateway/
7TMGQCJNOQ1FSDJGN11Q1L
LPA2](https://mobile.gatewaycapture.com/gc-mobile-server-web/gateway/7TMGQCJNOQ1FSDJGN11Q1L LPA2)

Thank you.

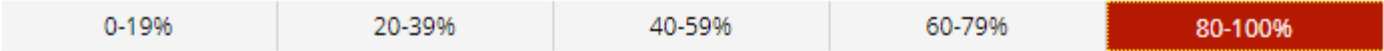
ALMOST DONE!

- Click on the link to find a screen that will include links to clearances you still need through the system, and you will be able to upload the necessary documents through pictures stored or taken on your mobile device.



Printing the PDF from Safe Kids will print you the FBI Waiver, if you still need it.

ALMOST DONE!



Congratulations! You have completed the first step in the clearances process. If you have not yet received results from your clearances, you will need to log back in and upload your documents once they are available. You may also view a PDF of the information that you entered during the clearances process. To view or print a PDF of these instructions, scroll to the bottom of the page and click on the "Download PDF" button.

You need Adobe Reader installed on your computer in order to open a PDF file. If it is not installed, please install before clicking the "Download PDF" button.

BACK

PRINT FORMS

CONTINUE

If you have clearances to obtain, log back in once you have obtained the clearance results so you may upload the completed documents. You will receive an email highlighting any remaining documents you are still required to submit.

QUESTIONS?

- If you have questions about the process, please contact your school's building secretary for help.
- If you have questions about clearances, or School District of Lancaster policy, please contact us by emailing volunteers@lancaster.k12.pa.us

THANK YOU!

Thank you for your interest in volunteering with the School District of Lancaster! We appreciate the commitment to share your time and talent with our students.



**School District
of Lancaster**

Together We Can!