Clearance Information for
Faculty and Staff Assigned to
Grace B. Luhrs Elementary School
Shippensburg University

The Grace B. Luhrs Elementary School requires that all individuals working with or around school children must secure Act 34 and 151 clearances and, if they have not been a resident of the state of Pennsylvania for at least two years, complete an FBI Criminal History Record form. This document explains these requirements and the procedures involved for the following groups.

Newly Hired University Faculty and Interns Assigned to the Luhrs School
Newly hired University faculty and Interns are required to have an Act 34 Criminal History Report and an Act 151 Child Abuse Report on file at the Grace B. Luhrs Elementary School before beginning the assigned duty. In addition, any non-Pennsylvania resident or Pennsylvania resident who has not resided in the Commonwealth for at least two years is required to obtain an FBI Criminal History Record. <u>These reports are the responsibility of the individual and, once completed, are added to their application.</u>

Newly Hired or Transferring University Staff Employees
Newly hired or transferring University staff employees are required to have an Act 34 Criminal History Report and an act 151 Child Abuse Report on file at the Grace B. Luhrs Elementary School before beginning employment. In addition, any non-Pennsylvania resident or Pennsylvania resident who has not resided in the Commonwealth for at least two years is required to obtain an FBI Criminal History Record. <u>The Human Resources Department will coordinate this process with new or transferring employees prior to the start of their employment.</u>

Forms and Procedures

Act 151 Child Abuse Report and Act 34 Criminal History Report

- Forms are available from the Pennsylvania Department of Public Welfare
- Go to www.dpw.state.pa.us
- Click on Site Map
- Under DPW links select Forms and Publications
- Under Office of Children, Youth and Families select the following:
  1. Pennsylvania Child Abuse History Clearance Form Instructions
  2. Pennsylvania Child Abuse History Clearance Form
  3. Pennsylvania State Police Request for Criminal Record Check Form
- Please review forms completely before submitting them and enclose the appropriate payment for processing.

If you are not a Pennsylvania Resident or have not resided in the Commonwealth for two years, an FBI Criminal History Form must be completed.

- Forms are available from the Human Resources Office.

When the completed forms are returned from the above agencies they should be delivered to the Grace B. Luhrs Elementary School office for copying and filing at that location. A copy will also be forwarded to the Shippensburg School District Office.