



**ERIE SCHOOL DISTRICT  
THIRD PARTY AGENCIES  
CHECKLIST**

**Instructions –**

- **This checklist and all supporting documents must be scanned into a single pdf file**
- **Email the completed pdf file to [eps3rdparty@eriesd.org](mailto:eps3rdparty@eriesd.org)**
- **Incomplete packets of information received will be discarded**
- **Your organization's contact will be notified of approval via email confirmation**

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

- \_\_\_\_\_ Non-Employee Confidentiality Agreement
- \_\_\_\_\_ Emergency Contact Information
- \_\_\_\_\_ Act 33 (Child Abuse Clearance)
- \_\_\_\_\_ Act 34 (Criminal Check Clearance)
- \_\_\_\_\_ FBI Fingerprint Check
- \_\_\_\_\_ Act 24/82 Certification Form
- \_\_\_\_\_ Child Abuse Mandated Reporter Training Certificate
- \_\_\_\_\_ TB Test Results (IF DIRECT CONTACT WITH STUDENTS)

**ALL DOCUMENTS ABOVE MUST BE ON FILE IN HR PRIOR TO ATTENDING ANY SCHOOL EVENTS**

Date Received by HR: \_\_\_\_\_ HR Review/Approval: \_\_\_\_\_

THE SCHOOL DISTRICT OF THE CITY OF ERIE  
148 WEST 21<sup>ST</sup> STREET  
ERIE, PA 16502  
(814) 874-6000 [www.eriesd.org](http://www.eriesd.org)

## NON-EMPLOYEE CONFIDENTIALITY AGREEMENT

Name: \_\_\_\_\_

Print: \_\_\_\_\_

As a non-employee of the School District of the City of Erie, you may have access to confidential or sensitive employee or student information. That information may include personnel record data, student record data, medical information or health care records, financial details, salary and benefits information, performance evaluation data, disciplinary action information, work status information and other confidential information or materials.

The School District of the City of Erie has both a legal and ethical obligation to protect the confidentiality and privacy of information relating to its employees and students. It is the policy of the School District of the City of Erie to maintain strict confidentiality of human resources and student information. The sensitivity and personal nature of this information must be protected. Confidential information about an employee and students should be accessed only as authorized by supervising staff; records should be stored in a secure environment when not in use and not disclosed to unauthorized personnel. Unauthorized accessing of records (computerized or paper), divulging confidential information to an unauthorized third party, using confidential information for personal use and/or removing of confidential information from the premises is strictly prohibited.

Failure to maintain confidentiality of employee and/or student and district information as described above and in the policies referenced below will result in termination of my assignment and applicable legal recourse.

By signing this document, I acknowledge the confidentiality obligations of this agreement.

Non-Employee Role: \_\_\_\_\_

Assignment Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ERIE SCHOOL DISTRICT**  
**Emergency Contact Information**  
**3<sup>rd</sup> Party Agency Staff**

This form is to be used by 3<sup>rd</sup> Party Agency staff during their assignments in the Erie School District

School: \_\_\_\_\_

**3<sup>rd</sup> Party Staff Member**

Last Name:	First Name:
Phone:	Email:

**Contact in Case of Emergency:**

Name:	Relationship:
Phone 1:	Phone 2:

On the reverse side of this form, please list any health concerns and current medications that the school or education entity should know.

Please check this box if you are listing concerns/medications.

Pennsylvania School Law requires that all applicants for employment in public and private schools, employees of independent contractors seeking business with public and private schools, and student teacher candidates undergo background checks if they will have direct contact with students.

The following three background checks are required:

- Pennsylvania State Police Request for Criminal Records Check
- Department of Human Services Child Abuse History Clearance
- Federal Criminal History Record Information—FBI Fingerprint (CHRI)

## 1. Act 34: Pennsylvania Criminal History

To be provided by the applicant and reviewed by the school (or higher education administrator) prior to the applicant working in a position in which he will have direct contact with children.

Clearance cost is \$22.

<https://epatch.state.pa.us/Home.jsp>

## 2. Pennsylvania Child Abuse History Clearance

To be provided by the applicant and reviewed by the school (or higher education administrator) prior to the applicant working in a position in which he will have direct contact with children.

Clearance cost is \$13.

<https://www.compass.state.pa.us/cwis/public/home>

## 3. Federal Criminal History Record Information (CHRI)

The fingerprint-based background check is a multiple-step process, as follows:

- Registration - The applicant must register prior to going to the fingerprint site at <https://uenroll.identogo.com>.  
**Use Service Code: 1KG6XN**
- Select "Schedule or Manage Appointment". Complete the application.
- Proceed to fingerprint location with acceptable identification. (See Identogo website for the list of acceptable documents).
- **Provide UEID number to Erie's Public Schools.**

Clearance cost is \$23.85

## 4. Mandated Reporter Training: [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu) Cost: \$0

Additional information can be found at <https://www.education.pa.gov/Educators/Clearances>

**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

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

- (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"> <li>▪ Chapter 25 (relating to criminal homicide)</li> <li>▪ Section 2702 (relating to aggravated assault)</li> <li>▪ Section 2709.1 (relating to stalking)</li> <li>▪ Section 2901 (relating to kidnapping)</li> <li>▪ Section 2902 (relating to unlawful restraint)</li> <li>▪ Section 2910 (relating to luring a child into a motor vehicle or structure)</li> <li>▪ Section 3121 (relating to rape)</li> <li>▪ Section 3122.1 (relating to statutory sexual assault)</li> <li>▪ Section 3123 (relating to involuntary deviate sexual intercourse)</li> <li>▪ Section 3124.1 (relating to sexual assault)</li> <li>▪ Section 3124.2 (relating to institutional sexual assault)</li> <li>▪ Section 3125 (relating to aggravated indecent assault)</li> <li>▪ Section 3126 (relating to indecent assault)</li> <li>▪ Section 3127 (relating to indecent exposure)</li> <li>▪ Section 3129 (relating to sexual intercourse with animal)</li> <li>▪ Section 4302 (relating to incest)</li> <li>▪ Section 4303 (relating to concealing death of child)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Section 4304 (relating to endangering welfare of children)</li> <li>▪ Section 4305 (relating to dealing in infant children)</li> <li>▪ A felony offense under section 5902(b) (relating to prostitution and related offenses)</li> <li>▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)</li> <li>▪ Section 6301(a)(1) (relating to corruption of minors)</li> <li>▪ Section 6312 (relating to sexual abuse of children)</li> <li>▪ Section 6318 (relating to unlawful contact with minor)</li> <li>▪ Section 6319 (relating to solicitation of minors to traffic drugs)</li> <li>▪ Section 6320 (relating to sexual exploitation of children)</li> </ul>
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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.