

# REQUIRED DOCUMENTS – FALL 2025

## CHECKLIST

**Deadline for Fall 2025 Clearances submission by 6.10.2025.**

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### 1. PA CHILD ABUSE CLEARANCE

- Clearance must be dated on or after 12.10.2024.
- 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 12.10.2024.
- 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 12.10.2024.
- 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)