



TRINITY ACADEMY

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Dear Parents & Guardians:

Below is a list of all **the Safe Environment Clearance and Training Certificates** needed from parents and volunteers who want to participate with their children in field trips and school activities:

- Code of Conduct
- Sexual Abuse Policy
- Protecting Gods Children Certificate
- Child Protective Services Law Acknowledgement
- Mandated Reporter Training
- PA Child Abuse History Clearance
- PA State Police Criminal Record Check
- FBI Criminal Background Fingerprint Check

The **Code of Conduct and Sexual Abuse Policy** can be read on line at www.allentowndiocese.org. The Acknowledgement forms are available there at the end of each article. You can also borrow the Code of Conduct and Sexual Abuse Policy booklets in the school office and sign the acknowledgement forms there.

Dates for the **Protecting Gods Children** training courses are also found at www.allentowndiocese.org.. When we hold a training session at school, we will announce it in the news letter.

The **Mandated Reporting** course can be found online at www.reportabusepa.pitt.edu. This three hour course can be taken in segments and the certificate can be printed out or saved on your computer when you finish.

Child Protective Services Law - A copy of this policy is available online at the Diocese of Allentown web site or in the school office. If you took the Mandated Reporter Course on-line, this was not included and we need you to read the policy and sign the acknowledgement form and return it to the school office to be kept in your file.

The Pennsylvania Access to Criminal History (PATCH) can be obtained through: <https://epatch.state.pa.us/Home.jsp> free of charge.

The Pennsylvania Child Abuse Clearance can be obtained through: <https://www.compass.state.pa.us/cwis/public/home> and is also free.

FBI Criminal Background Fingerprint Check - Identogo

Volunteers need to go to <https://uenroll.identogo.com> to pre-register and schedule an appointment to have their fingerprints processed. You will need PDE Volunteer code: **1KG6Y3**. There is a list of locations on that website: Frackville, Pottsville and Hazleton locations are included. Approximately two weeks after fingerprinting, you will receive the results in the mail. Bring the original document to the Local Safe Environment Coordinator for submission to the Diocese.

If you have any questions, please call Kay Zagrosky at 570-462-3927.