



# GREATER NANTICOKE AREA SCHOOL DISTRICT

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Dr. Ronald Grevera  
Superintendent of Schools

To: Faculty and Staff

From: Dr. Ronald Grevera, Superintendent

Date: March 25, 2015

RE: Updated Clearances

New state mandates now require that all school employees receive updated clearances every three years. In order to make the process as easy as possible, there are two ways you can get your clearances.

1. Internet - Go to the district website and click on personnel, that link will take you to three links for the Pennsylvania State Police Criminal Background Check, the Child Abuse Clearance, and FBI Fingerprinting (Cogent). Follow the prompts and you can get the Pennsylvania State Police Criminal Background Check and Child Abuse clearances virtually instantaneously by paying using a credit card.
2. Traditional Method – For those who do not utilize technology and wish to secure your background checks the traditional way, we will have the forms available in each of the building offices and you may submit by mail with a money order.

Everyone must utilize the internet to secure the FBI Clearance. We will have folks from the Intermediate Unit here for **support staff** on May 1<sup>st</sup> to conduct the fingerprinting to make the process easier for our staff. We will also have the IU here on June 12<sup>th</sup> and 15<sup>th</sup> to conduct teacher/faculty fingerprinting. Support staff not available for fingerprinting on May 1<sup>st</sup> may also have their fingerprints taken on June 12<sup>th</sup> and 15<sup>th</sup>. **Prior to the aforementioned dates, everyone must register with cogent for the FBI clearances and you must bring in your applicant registration receipt.**

Bring in your three copies to Mrs. Dembowski in the business office all at the same time. **Do not bring them in separately.** Anyone who had clearances dated July 1, 2014 will not need to submit new clearances. Thank you for your anticipated cooperation with this important matter.