

School Volunteer Clearance Reimbursement Application

In order for parents or guardians to receive reimbursement for criminal history reports and/or child abuse clearances as required by Policy 916, please submit this application to Dr. Sara M. Missett, Director of Secondary Education, 829 Paoli Pike, West Chester, PA 19380 or at smissett@wcasd.net.

In your explanation, please be sure to include:

- Explanation of hardship
- Status of employment
- Anticipated duration of hardship

Once your application is received, the Director of Secondary Education will approve reimbursement based on the availability of funding and the families experiencing the greatest level of need. Additionally, the Director of Secondary Education shall not grant reimbursement to any parent or guardian if any of the following conditions exist:

1. The application submitted is not complete.
2. Copies of all criminal history reports/and or child clearances are not submitted.
3. The criminal history reports and/or child clearances reflect offenses that would not preclude an individual from serving as a volunteer under Policy 916.

Statement of hardship (you may attach additional pages if necessary):

I certify that the above information is truthful and accurate. I will notify the Director of Secondary Education if my circumstances change.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Student(s) Name(s) and School(s): _____
