


PURCHASE LINE SCHOOL DISTRICT
Office of the Superintendent

TO: All Purchase Line School District Employees
FROM: Shawn L. Ford, Superintendent 
SUBJECT: Clearance Requirements
DATE: August 9, 2019

Pennsylvania School Law requires that all employees of public schools undergo background checks if they have direct contact with students. Act 4 of 2016 permits any of the three required background checks to be used for up to 5 years or 60 months. The following three background checks are required for all employees of the Purchase Line School District:

- Pennsylvania Criminal Record Check
- Pennsylvania Child Abuse History Certification
- Federal Criminal History Record (Fingerprinting)

It is the individual employee's responsibility to submit new clearances before their current clearances expire. New clearances must be obtained by 5 years or 60 months from the date of the oldest clearance. For example, for a Pennsylvania Child Abuse History Certification obtained on January 1, 2015, a Pennsylvania Criminal Record Check obtained February 1, 2015, and a Federal Criminal History Record obtained March 1, 2015, updated clearances for all three must be obtained by January 1, 2020.

Failure to comply with clearance requirements will result in adverse employment consequences. Therefore, you should check the dates of all three of your clearances and be sure that they are valid.

You should have maintained hard copies of all of your clearances or you can view your clearance dates on the Employee Web Portal. Following are directions to log into the Employee Web Portal:

- Go to <https://prosoftweb.plsd.k12.pa.us/prosoftweb/login.aspx> or use the ProSoft Web Portal link under "Resources" then "Faculty" on the PLSD Home Page.
- User ID: Enter the first initial of your last name and the last four (4) digits of your social security number or the username that you have established.
- User Password: Enter the password that you have established. If you have not accessed the web portal in the past year, enter your last name without hyphens, apostrophes, or any other non-alpha characters. You will then be asked to create your own password for future use.
- Select the Employee Demographics tab.

Your clearance dates are listed under Act 153 Clearance Dates.

If you are nearing the end of your 5-year validity period on your oldest clearance, you will need to obtain new clearances and submit them to the Superintendent's office before your oldest clearance expires. Directions for obtaining new clearances can be found on the PLSD website. Under "District" go to "Job Opportunities" then to "Job Clearance and Employment Forms". Refer to the document entitled *Clearance Requirements for School District Employment* for information on obtaining clearances.

In addition, please be sure to submit clear copies of the Pennsylvania Criminal Record Check and the Pennsylvania Child Abuse History Certification. For the Federal Criminal History Record, you can submit the receipt received at the fingerprinting site which includes your Universal Enrollment ID or an unofficial copy of the clearance.

You should keep copies of all of your clearances for your records as the district office will be unable to supply copies of clearances to employees after initial submission. In addition, you should print a copy of the unofficial federal criminal history record (fingerprinting) for your records within 30 days. After that time, we are told that you will no longer have access to that clearance.

Please check the Employee Web Portal to verify that your clearances are valid. If you have any questions, please contact Marlene Lazor at lazorm@plsd.k12.pa.us or at extension 4019.

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