

TO: All York Suburban School District Employees
FROM: Shelly Merkle, Asst. Superintendent for Administration
RE: Act 24 of 2011 – Form PDE-6004
DATE: October 26, 2011

As many of you are aware, Act 24 of 2011 was recently passed and the changes went into effect on September 28, 2011. Act 24 amends Section 111 of the PA School Code, which provides for background checks for employees of public and private schools, intermediate units and area vocational-technical schools.

Act 24 added several new crimes to the list of offenses in Section 111(e), which disqualify individuals from school employment. Because of the expanded list of prohibited criminal offenses, the clearances that you previously submitted are not sufficient, as these newly added offenses were not included. Act 24 requires all current school employees to complete a Pennsylvania Department of Education (PDE) form to report prior arrests or convictions for any offense listed in the newly expanded Section 111(e).

All YSSD employees must complete, sign and submit Form PDE-6004 to Dr. Michele Merkle by December 27, 2011. The Form is attached. Please print, sign and submit. It is not necessary to print page two of the form as that is simply the instructions. Send the form to Dr. Merkle through inner-office mail. Employees are welcome to place the form in a sealed envelope. Building secretaries have been asked to make envelopes available to you. Please feel free to write "Confidential" on the outside of the envelope.

If an employee does not submit a properly completed form by the deadline, Act 24 requires the employee to submit to a current background check (which includes criminal and Child Abuse clearances, and FBI fingerprinting) under Section 111 at the employee's expense. Please complete, sign and submit the form as soon as possible, preferably by November 15, 2011.

Act 24 also now requires that school employees report to the District within 72 hours of any arrest or conviction for any criminal offense listed in Section 111(e) that occurs after September 28, 2011. The attached Form PDE-6004 should be used to report any arrests or convictions to Dr. Michele Merkle, Assistant Superintendent for Administration. This form is now located on the HUB, under Personnel Documents.

The York Suburban School District appreciates your cooperation in complying with Act 24 by your timely submission of Form PDE-6004. If you have any questions regarding the process or the form, please contact Shelly Merkle at smerkle@yssd.org.

Thank you!