

**Northern Area Substitute Teacher
Service Consortium,
9600 Babcock Boulevard,
Allison Park, PA 15101
Tel : 412-847-1910
Fax : 412-366-3560**

Dear Administrator,

This standardized form has been developed by the Pennsylvania Department of Education, pursuant to Act 168 of 2014, to be used by school entities and independent contractors of school entities, and by applicants who would be employed by or in a school entity in a position involving direct contact with children, to satisfy the Act's requirement of providing information related to abuse or sexual misconduct.

The individual sending you these forms is being considered for employment in the district (s) of the Northern Area Substitute Teacher Service Consortium (NASTSC). Under Act 168, current/former employers are required to complete the attached Sexual Misconduct/Abuse Disclosure Release Form, which has already been signed by the applicant, **within 20 calendar days of your receipt** and return it to the prospective employer - Northern Area Substitute Teacher Service Consortium. Failure to respond and provide the information requested can result in civil penalties and/or violations of the Educator Misconduct Act.

Any affirmative response regarding abuse and/or sexual misconduct could terminate the applicant's opportunity for employment. If the applicant is still being considered for employment, we will be required to submit the "Commonwealth of Pennsylvania's Sexual Misconduct/Abuse Disclosure Information Request" form to you. In response to receipt of a Sexual Misconduct/Abuse Disclosure Information Request, you must disclose all information and documentation related to the allegations within 60 days.

For more information regarding Act 168, please visit:

http://www.portal.state.pa.us/portal/server.pt/community/basic_education_circulars/7497

Please then click on the reference titled "Act 168 of 2014 - Procedures and Forms". This will outline all associated processes and procedures required under this Act.

Completed forms can be returned directly to Vinaya Kini M(my contact details are provided in the 'School Entity' box on the form and at the bottom of this letter).

Thank you for your time and attention in completing these forms. We greatly appreciate your cooperation.

Sincerely,

Vinaya Kini M

Northern Area Substitute Teacher Service Consortium
9600 Babcock Boulevard
Allison Park, PA 15101

Direct : 412 847 1910 Fax : 412 366 3560 subservice@beattietech.com