

Public School Employee
Clearance Letter
Mansfield University
Mansfield, PA 16933

Dear Building Administrator,

_____ is a Master of Education degree student at Mansfield University of Pennsylvania.

Before students are permitted to complete field experiences in a school with children or young adults, they must obtain the necessary clearances as required by each state. The student must contact the school/state department of education to determine what clearances must be obtained, complete the necessary paperwork, and show documentation to the building administrator that all state clearances have been met. In order to track the student and the required clearances for your state, I would like to ask you to review the documentation that will be provided by the MU student and then complete the form at the bottom of this page.

Your cooperation in this matter is extremely important to the student and the University. If you have any questions, please do not hesitate to call or email.

Please print

School District (include the state) _____

School Building _____

Mansfield University Student: _____ has the necessary clearances

to work in the _____ school district.

Name _____ Title _____

Signature _____ Date _____

Please send the form to Beth McClure, Field Experiences, 205 Retan Center, Mansfield University, Mansfield, PA 16933 (bmclure@mansfield.edu / Phone: 570-662-4024 / Fax: 570-662-4335)