# **Public School Employee Clearance Letter**

## **Mansfield University**

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 All but Signature |
| School District (including state) |  |
| School Building |  |
| Mansfield University Student |  |
| Has the necessary clearances to work in the School District listed | Yes / No |
| Name of School Administrator |  |
| Title of School Administrator  |  |
| Signature |  |
| Date |  |

Please send the form to Beth McClure, Field Experiences, 55 Wilson Avenue, 204 Retan Center, Mansfield University, Mansfield, PA 16933 (bmcclure@mansfield.edu / Phone: 570-662-4024 / Fax: 570-662-4364)