Clearance Submission Cover Sheet

When submitting clearances, each student must complete this cover sheet, and submit the packet as indicated below. **Clearances Packets are due for the Spring semester on January 7th 2022, Fall semester is due on July 22, 2022. Make sure your clearances are valid for the whole semester. Check start and end dates of the semesters.**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Today’s Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ship email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SU ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program in which you are enrolled (check one):**

GRADUATE Programs:

* Curriculum & Instruction Graduate Program
* Special Education Graduate Program
* STEM MAT Graduate Program
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNDERGRADUATE Programs:

* + PreK-4 Program
  + Dual (PreK-4 & Special Education) Program
  + Mid-Level (Grade 4-8) Program
  + Secondary (Math, Soc. St., English, Science) Program
* Art or Modern Languages K-12 Certification Program
  + Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Before submitting this coversheet with your clearances, please initial each line, verifying the following:**

\_\_\_\_\_ I verify that I have attached to this cover sheet COPIES of clearances/required documentation listed below

* Act 151 Child Abuse Clearance - valid through the whole academic year
* Act 34 Criminal Record Check - valid through the whole academic year
* TB Results (PPD Mantoux test) – valid for two years unless otherwise requested
* Act 114 FBI Clearance - valid through the whole academic year and is for Education
* Act 114 FBI Clearance – valid through the whole academic year only needed if enrolled in ECH 370 course for Human Services
* Copy of COVID vaccination card (only applies to student that have the vaccination)
* National Sex Offender Registry Certificate
* Act 24 and Act 82 Arrest/Conviction Report - valid through the whole academic year
* Professional Liability Insurance – expiration date on PSEA **or** KEYTA membership card/email

\_\_\_\_\_ I verify that all of the attached clearances are valid through the whole academic year.

\_\_\_\_\_ **(IMPORTANT!!)** I verify that I have made copies of all of my clearances for my records to keep on hand.

\_\_\_\_\_ I understand that due to confidentiality guidelines that the OPPEO **cannot** fax, email or mail my clearances to the student or any school district or any other educational institute or business.

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| --- | --- |
| **SU education students enrolled in:** | **To whom should students submit clearances?** |
| * PreK-4 Program * Dual Cert Program (PreK-4 and Special Ed.) * Mid-Level Program (Grade 4-8) * C&I Graduate Program * Special Education Graduate Program * Secondary Certification Program (Grade 7-12) * STEM MAT Program * Art K-12 Certification Program * Modern Languages K-12 Certification Program * Any other program requiring field hours in an early childhood/elementary, middle, or high school * Disability Studies minors who are not part of another program on this chart | **Clearances can also be faxed, emailed, or mailed to:**  Shippensburg University  1871 Old Main Drive  Office of Partnerships, Professional Experiences, and Outreach  Shippen Hall 354  Attn: Kelly Ile, Administrative Assistant  Shippensburg, PA 17257  **Phone: 717-477-1487**  **Fax: 717-477-4012**  **fieldexperiences@ship.edu** |

*Office of Partnerships, Professional Experiences, and Outreach April 2022*