

Clearance Submission Cover Sheet

When submitting clearances, each student must complete this cover sheet, and submit the packet as indicated below. **Make sure your clearances are valid for the whole semester. Check start and end dates of the semesters. Clearances Packets are due for the Spring semester on January 2nd. Fall semester are due on July 1st.** Student teaching clearance dates are different you will receive and email about due dates.

Name: _____

Ship Email Address: _____

Today's Date: _____

SU ID: _____

Phone: _____

Program in which you are enrolled (check or initial one):

Undergraduate Program:

- Early Childhood Education (PK-4)
- Dual Early Childhood Education(PK-4) and Special Education (PK-12)
- Mid-Level Education (4-8)
- English/Math/Biology/Chem Secondary Certification (7-12)
- Art Education (PK-12)
- Modern/World Languages (PK-12)

Graduate Programs:

- Curriculum & Instruction (PK-4)
- Special Education (7-12)
- STEM-MAT (7-12)
- Other (PK-12)
- Other:** (unlisted program) _____
- Disability Studies Minor:** (unlisted program)

Directions: Before submitting this coversheet with your clearances, please initial & check each line that applies to your clearance submission.

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

- Act 151 Child Abuse Clearance (Must be valid through the whole academic year. Must be for EMPLOYMENT.)
- Act 34 Criminal Record Check (Must be valid through the whole academic year. Must be for EMPLOYMENT.)
- TB Test Result/PPD Mantoux test (Must be valid for two years unless otherwise requested. *Must be current for EEC 273.*)
- Act 114 FBI Clearance (Must be valid through the whole academic year and coded for Education, not another career.)
- National Sex Offender Registry Certificate (Must be for an Individual working for Regulated Child Care Provider.)
- Act 24 & Act 82 Arrest/Conviction Report (Must be valid through the whole academic year.)
- Professional Liability Insurance (Must include expiration date on PSEA or KEYTA membership card/email.)
- Handbook Acknowledgement Form
- Mandated Reporter Training.

_____ 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. If not, I understand that I can stop into the OPPEO office to get copies if I need them.

_____ 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.

Which students must submit clearances?	To whom should students submit clearances?
<p>Students, regardless of major, enrolled in any education course with a field experience! All students majoring in an SU Educator Preparation Program:</p> <ul style="list-style-type: none"> • Undergraduate Programs (with Certification Grade Bands): <ul style="list-style-type: none"> • Early Childhood Education (PK-4) • Dual Early Childhood Education(PK-4) and Special Education (PK-12) • Mid-Level Education (4-8) • English/Math/Biology/Chem Secondary Certification (7-12) • Art Education (PK-12) • Modern/World Languages (PK-12) • Graduate Programs (with Certification Grade Bands): <ul style="list-style-type: none"> • Curriculum & Instruction (PK-4) • Special Education (7-12) • STEM-MAT (7-12) • Other (PK-12) • Disability Studies minors who are not part of a listed program 	<p style="color: red; font-weight: bold;">Clearances can be faxed, emailed, mailed, or brought to:</p> <p>Attn: Kelly Ile, Administrative Assistant Office of Partnerships, Professional Experiences, and Outreach Shippen Hall 354 Shippensburg University 1871 Old Main Drive Shippensburg, PA 17257</p> <p>Phone: 717-477-1487 Fax: 717-477-4012 fieldexperiences@ship.edu</p>