



CLEARANCES FROM SCHOOLS AND SCHOOL DISTRICTS FOR EMPLOYED PROFESSIONALS

Name: _____ WCU ID#: _____

Program of Study: _____ Semester: _____

Please check statements that apply for this semester:

Employed by a school district: _____
(school district)

I will complete my field work within my school district of employment.

I will not be completing my field work within my school district of employment.

Clearances, TB results, and a letter verifying that I am permitted to do field work in my school district of employment will be submitted directly from my school district's Human Resources Department, FAX to 610-436-2874.

My school district's Human Resources Department has previously submitted my clearances, TB results, and verification letter or email to the College of Education, West Chester University. There are no changes.

Employed school professionals are approved for one semester only when background clearances and a TB test are submitted from the school district's Human Resources (HR) Department accompanied by a letter or email* stating the employee has permission to complete field work in the school district of employment. The HR Department must fax this letter on letterhead or email* with school district staff member's signature block stating that the field work will be done in the school district of employment. If the field work is going to be completed outside of the school district the clearances must be current, i.e., within one year from the date of issue. *For additional semesters, employed professionals can submit this form indicating his or her intentions for field work if there are no changes in employment or clearances.*

Please note: the employed professional **cannot** bring in the letter and clearances from the school district. It must be faxed to 610-436-2874 OR scanned and emailed* directly from the HR department to: dmeikle@wcupa.edu

***Due to the sensitive information contained in clearances, it requires sending them in a secure manner through encrypted email as directed by state guidelines. Therefore, please have the school district email first to dmeikle@wcupa.edu notifying that clearances are ready to be submitted. A reply with an encryption in the subject line will be sent from Denise Meikle, Administrative Assistant, Candidate Services. The school district can then reply to the email with your attached clearances.**

Student's signature

Date