

Proof of Employment

Effective September 28, 2011, Act 24 of 2011 Pennsylvania Public School Code requires updated background checks for employees and all persons who come into direct contact with children. In response to these changes Millersville University requires all students, including M.Ed. candidates, supervision candidates, non-degree candidates, and post baccalaureate candidates to submit negative TB test results and “current” criminal background clearances for any University assigned field placement. (“Current” clearances are defined as being within one year of the issue date and must be valid through the duration of the field placement.)

Candidates who are currently employed in a school district in which they wish to complete their field requirement must submit this *Proof of Employment* completed by the district and copies of the clearances currently on file with their school district. Submit all forms to Stayer 120.

To be completed by the School District Human Resources Officer

Dear Director of Field Services:

I verify that _____ is currently employed by _____
(Teacher Candidate) (School District)
and that he/she has the following clearances on file with the district: Act 34 (Criminal Record Check) report, Act 151 (Child Abuse History Clearance) report, and Act 114 (FBI Clearance) fingerprint check.

Signature:

(Name) (Position) (Date)

To be completed by the teacher candidate.

I verify that I will be completing the field requirement for _____
(course)
In _____
(name of school district)

Signature of Teacher candidate:

(Name) M# (Position) (Date)