



GRADUATE PROGRAM  
IN EDUCATION

**Clearance Verification Request**

This form serves as a request to verify employment and valid clearances for the individual listed below. This individual is in a Graduate Education program that requires valid clearances be on file in order to complete field experiences. This clearance validation is only applicable for field experiences held in the employing district.

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Employing School District/Agency: \_\_\_\_\_

**To be completed by HR Director or school/agency appropriate official**

The following clearances/tests are valid and on file:

- Act 34 (State Police)
  - ▶ Issued Date: \_\_\_\_\_
  - ▶ Expiration Date: \_\_\_\_\_
- Act 114 (FBI)
  - ▶ Issued Date: \_\_\_\_\_
  - ▶ Expiration Date: \_\_\_\_\_
- Act 151 (Child Abuse)
  - ▶ Issued Date: \_\_\_\_\_
  - ▶ Expiration Date: \_\_\_\_\_
- TB Test
  - ▶ Read Date: \_\_\_\_\_
  - ▶ Negative result? \_\_\_\_\_

I verify that the information above is accurate, and that the above-named individual has been in continuous employment with our district/service since these dates.

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District/Agency

*Completed forms should be sent to Bryanna Boone, Administrative Assistant for the Graduate Program in Education, Messiah University, at [bboone@messiah.edu](mailto:bboone@messiah.edu).*