



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 to be on file in order to complete field experiences.

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.