

Mansfield University  
School Library and Information Technologies  
Mansfield, PA 16933

Dear Building Administrator,

\_\_\_\_\_ is a student in the Mansfield University of Pennsylvania Master of Education Degree in School Library & Information Technologies. Before students are permitted to complete field experiences in a school library with children or young adults, they must obtain the necessary clearances as required by each state. The student must contact the school/state department of education to determine what clearances must be obtained, complete the necessary paperwork, and show documentation to the building administrator that all state clearances have been met.

In order to track the student and the required clearances for your state, I would like to ask you to review the documentation that will be provided by the MU student and then sign below. Your cooperation in this matter is extremely important to the student and the University. If you have any questions, please do not hesitate to call or email. Thank you.

Sincerely,



Cynthia A. Keller, Department Chair  
School Library & Information Technologies  
717-816-6995 (cell)  
[ckeller@mansfield.edu](mailto:ckeller@mansfield.edu)

Please print

School District (include the state) \_\_\_\_\_

School Building \_\_\_\_\_

Mansfield University Student: \_\_\_\_\_ has the necessary  
clearances to work in the \_\_\_\_\_ school library.

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send the form to Jill Scott, SL&IT secretary, 202 Retan, Mansfield University, Mansfield, PA 16933 (jlsconfig@mansfield.edu / 570-662-4790 Voice / 570-662-4334 Fax)