



Miami Dade College
Center for Community Involvement
300 NE 2nd Ave., Rm 3410
Miami, FL 33132
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www.mdc.edu/cci

Dear Principal or Volunteer Coordinator:

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_____, a Miami Dade College student enrolled in EDF1005 Introduction to the Teaching Profession and/or EDF 2085 Introduction to Diversity, is required to complete a minimum of 15 hours of School of Education service-learning and would like to provide this service at your school. The student should be placed where he/she can be of most service to your school while taking into consideration the student's interests and skills.

All students in these two courses are required to be fingerprinted and will provide you with a copy of their "Miami Dade College School of Education Security Clearance Information" card. This is proof the student has cleared the M-DCPS fingerprinting process (level 2 clearance) and can serve at your school.

Note: The student will not appear in the M-DCPS Volunteer Database which only shows level 1 clearance (local background check)! However, the level 2 clearance held by this student supersedes and takes precedence over all other clearance requirements and meets all requirements of the Jessica Lunsford Act. The student can begin serving with your school immediately. No additional clearance is necessary.

It is not necessary to request those with level 2 clearance to also get a level 1 clearance because this is redundant, wastes precious M-DCPS time and resources, and is wholly unnecessary (questions – contact the Supervisor of the M-DCPS Office of Community Service, Mr. Vincent Dawkins – 305-995-1972 / vsdawkins@dadeschools.net). This student, with his/her level 2 clearance is ready to serve at your school immediately.

The student will ask you to sign a form confirming that he/she will be serving at your school, will carry a time log with them so his/her hours can be documented, and will complete an evaluation form at the end of his/her service.

We appreciate your willingness to help this student begin the process of becoming a teacher. Your guidance will be vital to our student's success. Students should be actively involved with students in a classroom setting; however, since this student is not a certified teacher, he/she should never be left in charge of a classroom or alone with students. If you have any questions, please contact any of the directors listed below, or Mr. Vincent Dawkins whose contact information is listed above. Thank you for your collaboration!

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