

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 student enrolled in Introduction to Education (EDF 1005) and/or Teaching Diverse Populations (EDG 2701) is required to complete a minimum of 15 hours of service-learning and would like to provide this service at your school. Your school's volunteer coordinator should place this student where he/she can be of most service to your school, 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 and been cleared to serve in your school (level 2 clearance).

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 incorrect to ask 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 Director of M-DCPS School Volunteer Initiatives, Ms. Helen Pina – 305-995-1439 / hpina@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, and will carry a time log with them so their hours can be documented, and an evaluation form that is completed at the end of their service.

We appreciate your willingness to help this student begin the process of one day 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 this student is not a certified teacher and 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 Ms. Helen Pina whose contact information is listed above. Thank you for your collaboration!

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