



Center for the Performing  
and Cinematic Arts

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School of Theater, Film & Media Arts  
Department of Film & Media Arts  
W tfma.temple.edu

2020 N. 13th St.  
Annenberg Hall, Room 120  
Philadelphia, PA 19122

January 17, 2019

From: Paul Swann, Chair Film and Media Arts  
To: All FMA Students  
Subject: Using Minors in FMA Productions

The University has revised its policies for the protection of minors in all university programs (<https://www.temple.edu/secretary/policies>).

Student directors of all FMA productions casting minors and any faculty or FMA students working with minors must first have a background clearance on file in the FMA office. To get clearance, you must go through the steps detailed below. You are responsible for all expenses associated with this process.

Please keep in mind that this is an application process that can take several weeks. Plan accordingly. Also, please read and follow the instructions carefully.

1. You can initiate the background check process at the following link:  
link <http://keepkidssafe.pa.gov/resources/clearances/index.htm>. This outlines how/why clearances are obtained. Background checks are good for five years.
2. If a film is shot on Temple's campus, the production must also complete the Minors On Campus registration at <https://noncredit.temple.edu/minorsoncampus>.
3. File a copy of all your paperwork with FMA Office Manager, Ms. Rita Kozen, room 120 Annenberg Hall. Only when the department has all documentation on file may you begin to work with minors.

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Cordially,

Paul Swann PhD  
Professor and Chair  
Film and Media Arts  
Temple University