Child Development Required Laboratory Paperwork for HDFS Students

Paperwork required to be turned in prior to your first lab session in a MSU Child Development Laboratory classroom.

For MSU Lab Students (ex. HDFS 320, HDFS 321, HDFS 322, HDFS 424, HDFS 449)

1. Staff/Student Information form
2. Signed NAEYC Code of Ethics form
3. Confidentiality Statement form
4. Signed Good Moral Standards form
5. Mandated Reporter self-certification form
6. Spartan Youth Programs Volunteer Rules
7. State of Michigan Consent and Disclosure Form
8. Unofficial University Transcript (including current semester courses)
9. Proof of negative tuberculosis test (done within 1 year prior to volunteering)

All completed forms should be returned to the Child Development Labs Academic & Enrollment Coordinator no less than 2 weeks prior to the semester starting.

If you have previously completed the above paperwork for a CDL course, you will have your paperwork confirmed by the Academic & Enrollment Coordinator and they will let you know if anything is missing or needs to be updated.

Once you have completed forms 1-7 and downloaded your Transcript from the SIS portal, you must schedule a meeting via zoom with the CDL Academic & Enrollment Coordinator to schedule your background check and fingerprinting. You must have your Social Security Number available at this meeting.

Your TB test must be completed no later than the end of the first week of the semester.

Additional Documentation for HDFS 322 Students only:

1. Complete the State of Michigan Safe Sleep and SIDS training on MiRegistry
2. Complete the Early Head Start Paperwork for background check
3. Complete the release for Ingham ISD
4. Provide a copy of your ID/License
5. Complete an updated TB test if yours is more than 1 year old (from the first day of the semester)

All completed forms should be returned to the Child Development Labs Academic & Enrollment Coordinator no less than 2 weeks prior to the semester starting. This will allow us time to finalize your community placement.

Additional Training for HDFS 424 students only:

1. MiRegistry Health & Safety Modules A, B, & C

All completed forms should be returned to the Child Development Labs Academic & Enrollment Coordinator no less than the end of the first week of the semester.

Updated October 2023