



Dear Student,

Congratulations on your assignment to complete your clinical experience internship or student teaching in the Madison Elementary School District.

To help ensure the safety of their children, the Madison School District has asked that, **prior to beginning your field experience**, you

1. Scan and email a copy of the front and back of your valid DPS Fingerprint Clearance Card to: Ramona Lomeli at rlomeli@madisoned.org
2. Submit your Fingerprint Clearance Card to the front office of your assigned school. They will make a copy of it for their records.

You may not begin your field experience until you have complied with this request. Thank you for your cooperation. Have a wonderful semester!

Sincerely,

Office of Clinical Experiences
Mary Lou Fulton Teachers College