



Dear Pendergast Elementary School District Intern or Student Teacher,

Congratulations on your assignment to complete your clinical experience internship or student teaching in the Pendergast Elementary School District (PESD)! It will be an exciting and challenging semester.

The PESD has revised their clearance process for individuals working in their schools. To ensure the safety of the children in this district, they require all interns and student teachers complete the following process:

- Contact PESD Academic Services, 623-772-2291, to confirm they have received the request for your internship/student teaching
- Contact the Human Resources Department, 623-772-2235, to set up an appointment to finish processing for internship/student teaching
  - For the appointment you will need a valid Department of Public Safety Fingerprint Clearance Card, photo ID, and any necessary paperwork from your institution
- A PESD photo ID will be issued upon your visit. This ID is required to be worn and visible at all times when on campus

**The Human Resource Office is located in the District Office building at:**

**3802 N. 91st Avenue**

**Phoenix, AZ 85037**

**Phone: 623-772-2235**

**Fax: 623-872-2250**

**Website: [www.pesd92.org](http://www.pesd92.org)**

***NOTE: You cannot begin your clinical experience, internship or student teaching, until you satisfy the requirements of the district. It is very important that you start this process as soon as possible!***

If you have any questions, please call the district.

Sincerely,

Office of Clinical Experiences  
Mary Lou Fulton Teachers College

9/12/2016