



Dear Littleton Elementary School District Intern or Student Teacher,

Congratulations on your assignment to do your field experience internship or student teaching in the Littleton Elementary School District (LESD)! It will be an exciting and challenging semester.

The LESD 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 to do the following:

1. Contact Elizabeth Turner in the Human Resources Department for an appointment (see below)
2. Submit a copy of your DPS Fingerprint Clearance Card
3. Complete an emergency form
4. Receive a district ID badge (iTeachAZ students only)

The district information is:

Contact - Ms. Elizabeth Turner
Human Resources Department
1600 South 107th Avenue
Avondale, AZ 85323
Phone: 623-478-5644
Fax: 623-478-5639
Email: turner.elizabeth@littletonaz.org
Hours: Monday-Friday from 7:30 AM – 4:30PM

Mailing Address:

Littleton Elementary School District
P.O. Box 280
Cashion, AZ 85329

Important NOTE: You cannot begin your field experience internship or student teaching until the district has received all information/paperwork. 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

January 5, 2016