



Dear Student Teacher or Intern Placed in the Murphy Elementary School District,

Congratulations on your assignment to do your field experience internship in the Murphy Elementary School District (MESD)! It will be an exciting and challenging semester.

You may contact your Placement Teacher and discuss your schedule as soon as possible. However, to ensure the safety of the children in their district, **before** you start your field experience clock hours you must:

- Report to the District Office (see information below)
- Be prepared to show your valid DPS Fingerprint Clearance Card and Picture ID

After you have attended your first visit with your placement teacher, you will be required to submit a **copy** of your placement contract to the district contact. Your placement is declared “**unofficial**” until you have completed all of the steps listed above.

District Contact Information:

Alma Vital-Johnson: *Director of Curriculum*  
2615 West Buckeye Road  
Phoenix, AZ 85009  
Phone: 602-353-5066

Sincerely,

Office of Professional Field Experience  
Mary Lou Fulton Teachers College

Feb 17, 2012