



Dear Intern placed in Tempe Elementary School District,

Congratulations on your assignment to complete your field experience in the Tempe Elementary School District #3 (TESD). It will be an exciting and challenging semester.

TESD has put into place new procedures for tracking, verifying and legally identifying interns. Interns placed in the Tempe Elementary School District **MUST** do the following before starting the internship:

- Submit a copy of the DPS Fingerprint Clearance Card to the district Human Resources office (see address below), along with the Fingerprint Clearance Verification form. This is required for every semester you are placed in the Tempe Elementary School District.
- Please indicate in the upper right hand corner of your fingerprint card copy that you are an intern and in what semester of the program (1, 2 or 3).
- Be sure a copy of your DPS Fingerprint Clearance Card is in your ID Badge holder.

Your placement is not declared “**official**” by the district office until you completed the steps above. If the status of your DPS card changes due to an arrest or other infraction, it is your professional responsibility to notify the District Office.

Here is the address:

- Mail to:  
Tempe Elementary School District #3  
Attention: HR, Nidia Lias  
3205 S. Rural Road (NE corner of Rural/Southern)  
Tempe, AZ 85282
- Questions?  
Contact Tempe Elementary HR at 480-730-7100

Sincerely,

Office of Clinical Experiences  
Mary Lou Fulton Teachers College