



Dear Student Teacher placed in Tempe Elementary School District,

Congratulations on your assignment to complete your student teaching in one of the schools within 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 student teachers. Student Teachers placed in the Tempe Elementary School District **MUST** do the following before starting the semester:

- 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 copy that you are a “Student Teacher”.
- 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 mailing address:

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

Sincerely,

Office of Clinical Experiences
Mary Lou Fulton Teachers College

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