



Dear Student,

You have tentatively been confirmed to intern in the Liberty Elementary School District (LESD). It will be an exciting and challenging semester.

LESD has revised their clearance process for all individuals working in their schools. To ensure the safety of their students, they require all interns and student teachers to:

1. Complete and submit a Student Intern Profile Form – See “Additional Documents”
 2. Submit a copy of the front and back of their valid DPS Fingerprint Clearance Card
 3. Submit a copy of their driver’s license
 4. Submit a detailed syllabus of the requirements that you need to obtain for your assignment
 5. You will be contacted as soon as appropriate placement has been obtained. At that point, you will need to contact the LESD Human Resource Dept. to receive a Liberty Elementary District ID badge
Karina Matsuura (H.R. Supervisor) 623-474-6621
Devy Jackson (H.R. Technician) 623-474-6620
- Please note that ID badges *must be worn at all times* on campus and need to be returned to HR after each assignment has been completed

Please send noted documents 1 – 4 above, to:

Ms. Chere Knotwell, District Teacher Mentor
Liberty Elementary School District
19871 W. Fremont Rd.
Buckeye, AZ 85326
Ph: 623-474-6654

Or submit via e-mail to: cknotwell@liberty.k12.az.us

Copy: Dr. Kyann McMillie, Executive Director of Teaching & Learning: kmcmillie@liberty.k12.az.us

Documents may also be faxed to: 623-474-6669 (Attn: Chere Knotwell)

IMPORTANT NOTE: You cannot begin your internship or student teaching and your placement will not be considered complete until the district has received all documents listed above. It is very important that you start this process right away.

If you have completed this process the previous year, please be sure to send your new class requirements/syllabus and any additional updated information to Ms. Knotwell. You may also call to confirm that your documents are in order or if you have any questions regarding this process.

Sincerely,

Office of Clinical Experiences
Mary Lou Fulton Teachers College
10/13/16