Dear Intern,

Congratulations on your assignment to complete your field experience internship in the Kyrene Elementary School District! It will be an exciting and challenging semester. Kyrene Elementary School District (KESD) has revised their background check process for individuals working in their schools. To ensure the safety of the children in KESD, the district requires all interns to be fingerprinted, background checked and cleared prior to entering the classrooms. KESD will pay the DPS fee for these services; however, this process can take a few weeks, so it is important to begin this right away!

If you completed an internship in KESD during the previous semester and your district background check was cleared, you do not need to repeat this process. The background check is good for one year.

However, if you were not placed in KESD for the previous semester, your intern placement is declared “unofficial” until you contact Sue Spadafore at 480-541-1306. Sue can also be reached at sspadafore@kyrene.org. You will need to schedule an appointment and complete the DPS background check process. Appointments are taken, Monday-Friday from 8:30-11:00 AM and 12:30-3:00 PM. Summer hours are Monday-Thursday from 8:00-4:30. The district will send a courier to DPS with your background check application. Please take your DPS fingerprint clearance card and a photo identification to your appointment. You will be contacted by Sue by phone when the clearance is returned to the district from DPS.

**Important NOTE:** You cannot begin your field experience internship until the district has an approved background check. It is very important that you start this process as soon as possible! No clock hours will be waived since this process has been streamlined to get you in the classroom ASAP!

The district is located at:

Ben Furlong Education Center
8700 S. Kyrene Road
Tempe, AZ 85284
(NW Corner of Kyrene and Warner Roads)

If you have any questions, please call the district.

Sincerely,

Office of Clinical Experiences
Mary Lou Fulton Teachers College