



Dear Student,

You placement has been tentatively confirmed in the Agua Fria Union High School District. The district has instituted a procedure which maintains the safest environment for the students. Before your placement information will be released, you will be required to send the following items to the Agua Fria HS District Office:

1. A completed Agua Fria Volunteer Application (all pages*) - see "Additional Documents"
2. A copy of the front and back of your valid DPS fingerprint clearance card
3. A copy of your Driver's License or other valid picture ID

You will not receive your placement information and you will not be allowed to intern or student teach at your assigned school until these documents are submitted. **If you do not comply, you risk losing your field placement for the semester.**

Send documents to:

Brendolyn McFarland
Human Resources
Agua Fria Union HS District 216
1481 N. Eliseo Felix Jr. Way #110
Avondale AZ 85323

Phone: 623-932-7000
Fax: 623-932-7332
E-mail: bmcfarland@AguaFria.org

If you have completed this clearance process with Agua Fria Union in the past, please contact Ms. McFarland to confirm that she has all required documents from you.

Once you have submitted these documents and your placement is approved, you will receive an email from our office with your placement details. Once you receive your placement specifics, you will need to go to the HR Office to have your photo taken for an Agua Fria District ID badge at least one week before you begin your student teaching or internship. At that time they will also be able to notarize for you the form in the application (page 4) that requires notarization.*

NOTE: You cannot begin your field experience internship or student teaching until the district has received the items listed above and you have received your Agua Fria Union District ID Badge.

If you have any questions, please contact Brendolyn McFarland at the district office.

Sincerely,

Office of Clinical Experiences
Mary Lou Fulton Teachers College

Oct. 12, '16