

Dear Chandler Unified School District Student Teacher or Intern,

Congratulations on your next step to complete your clinical experience internship or student teaching in the Chandler Unified School District! It will be an exciting and challenging semester.

To ensure the safety of the children in this district, the Chandler Unified School District Office must have for all interns and student teachers copies of the following items BEFORE a placement is assigned to you:

1. Valid **AZ IVP** Fingerprint Clearance Card
2. Identification (Photo ID, such as Driver's License, ASU ID, Passport, etc.)
3. Chandler District Employment Verification Form (complete and sign)

Please convert all 3 forms into **one** pdf formatted document.

Please scan and email the **one** pdf document to your placement specialist, Irene Hesch, at Irene.hesch@asu.edu

She will forward the pdf copy of your clearance documents to the Chandler District Office.

Important NOTE: Your placement request will not be processed by the district until they receive your clearance documents from Ms. Hesch. Your immediate follow through is necessary if you desire to be placed in the Chandler District. If you do not comply as soon as possible, you risk losing your field placement for the semester.

If you have any questions regarding the clearance process, please contact Irene Hesch. Her phone is 602/543-2810 and email is: Irene.hesch@asu.edu

For questions about the Chandler District Employment Verification form, please contact the district at:

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Sincerely,
Office of Clinical Experiences
Mary Lou Fulton Teachers College