

Hello All Mesa District Student Teachers and Interns,

These are the instructions for Interns and student teachers who are being placed in the Mesa District for the first time since fall 2017.

**Mesa Public Schools has an online clearance process for Student Teachers and Interns. This process must be completed 100% before you can report to your confirmed placement, per district policy.**

**Before you begin, make sure to have a copy of your Arizona IVP Fingerprint Clearance card handy. Below includes a list of formats which are compatible to download to your profile.**

**You will be creating a Student Practitioner Account for yourself. The following link will take you to the process:**

<https://mpsaz.tedk12.com/hire/ViewJob.aspx?JobID=129>

**Once you open the link, go to the “Apply Now” box and click “Apply for this Position”.**

**Under “I am a new applicant”, click “Create New Account and Apply.” This will take you to your profile information. Please fill this out completely and save.**

**Once your application is complete, you will have a username and password for your Student Practitioner Account. Please save your login information for future reference.**

**Below are the sections which need to be filled out:**

- 1. Personal Information: Please complete**
- 2. Student Practitioner Information: Please fill out as completely as possible.**
- 3. Field Experience Agreement: Please read carefully and when finished, select “yes”.**
- 4. Disclosure: Make sure to answer all questions and include any applicable details.**
- 5. AZ IVP Fingerprint Clearance Card: Download as an attachment in one of the following formats: PDF, DOC, TXT, RTF, TIF, JPG, GIF, or PGN file format.**
- 6. Application Preview: Please review the Policy, Privacy Policy, and Disclaimer and the information you filled in to ensure all is correct.**
- 7. Complete: if you are done, make sure to select “Complete”.**
- 8. Print out page 1. You will need to deliver this paperwork and your IVP Fingerprint Clearance Card to the school secretary on or before the first day of your student teaching/intern placement and before you report to your teacher. You will not be able to report to your placement if you do not deliver your documents to the school office before you report to your placement.**

**If you have any questions, please contact**

**Lisa Barner at [480-472-0406](tel:480-472-0406).**