



Dear Student Teacher or Intern Placed in the Phoenix Elementary School District,

Congratulations on your assignment to do your student teaching or field experience internship in the Phoenix Elementary School District (PESD)! It will be an exciting and challenging semester.

The PESD has revised their clearance process for individuals working in their schools. To ensure the safety of the children in Phoenix, there is a new procedure in place for student teachers and interns.

You may contact your Intern Placement Teacher and discuss your schedule as soon as possible. However, **before** you start your field experience clock hours you must:

- Email/Fax a scanned copy of the front and back of your card to Human Resources.

Your intern placement is declared “**unofficial**” until you complete the requirement listed above.

All interns and Student Teachers assigned to the Phoenix Elementary School District will need to scan a copy of their fingerprint clearance card (front and back) to Crystal Senesy, HR Tech., before their starting date.

Email: crystal.senesy@phxschools.org Fax: 602-257-6077

The district is located at:
1817 N. 7th Street
(North of McDowell at 7th Street and Palm Lane)
Phoenix, AZ 85006
Hours: 8:00 AM – 5:00 PM
Phone: 602-257-3755
Fax: 602- 257-6077
CC: Crystal Senesy
[Crystal Senesy@phxschools.org](mailto:Crystal.Senesy@phxschools.org)

Sincerely,

Office of Clinical Experiences
Mary Lou Fulton Teachers College

6/11/18