



Dear Student,

Congratulations on your assignment to complete your Professional Experience internship or residency in a Legacy Traditional School. It will be an exciting and challenging semester.

To ensure the safety of the children in this school/district, it is required of all interns and residents to complete the **Student Teacher/Internship Procedures and signature form** and provide a copy of the following items to the school **BEFORE** your first visit:

1. Valid DPS Fingerprint Clearance Card
2. Identification, driver's license or other ID

The form and copies of the above items can be delivered directly to the front office/building principal at the school of placement.

Important NOTE: You cannot begin your Professional Experience internship or residency until the school/district has received a copy of your DPS Fingerprint Clearance Card and ID. If you do not comply, you risk losing your field placement for the semester.

If you have any questions, please contact the building principal at the school of placement.

Sincerely,
Office of Professional Experiences
Mary Lou Fulton Teachers College