



Dear Student,

You have tentatively been confirmed to complete your field experience in the Liberty Elementary School District (LESD). It will be an exciting and challenging semester.

To ensure the safety of their students, LESD requires all interns and residents to:

- Complete the online form, including uploading a FPC Card if applicable, <https://forms.gle/C7XRqK2CQwyNZnm86>
- Once placed, make email contact with the host teacher to establish a schedule (within 2 days of placement is recommended)
- Sign in/out of the office at any school site, providing ID as requested
- Complete HR paperwork (Student-Teachers only)
- Complete an Exit survey when observation/intern/student-teaching placement is complete

Once you have your placement confirmed, you and the district will need to contact the Office of Professional Experiences to share placement information.

You will then contact the District to make arrangements for receiving a Liberty Elementary District ID badge. Please note that ID badges *must be worn at all times* on campus and need to be returned to HR after each assignment has been completed

Carrie Jones, Educational Services Coordinator
Email: cjones@liberty25.org
Office: 623-474-6654

Sincerely,

Office of Professional Experiences
Mary Lou Fulton Teachers College

10/21/2019