



Dear Student,

Congratulations on your assignment to do your field experience internship or Residency in the Littleton Elementary School District (LESD)! It will be an exciting and challenging semester.

The LESD has revised their clearance process for individuals working in their schools. To ensure the safety of the children in this district, they require all Interns and Residents to do the following:

1. Contact Maria Williams in the Human Resources Department for an appointment (see below)
2. Submit a copy of your DPS Fingerprint Clearance Card
3. Complete an emergency form

The district information is:

Contact - Ms. Maria Williams  
Human Resources Department  
1600 South 107th Avenue, Avondale, AZ 85323  
Phone: 623-478-5644  
Fax: 623-478-5639  
Email: [williams.maria@littletonaz.org](mailto:williams.maria@littletonaz.org)  
Hours: Monday-Friday from 7:30 AM - 4:30PM

Mailing Address:

Littleton Elementary School District  
P.O. Box 280  
Cashion, AZ 85329

*Important NOTE: You cannot begin your field experience internship or residency until the district has received all information/paperwork. It is very important that you start this process as soon as possible!*

If you have any questions, please call the district.

Sincerely,

Office of Professional Experiences  
Mary Lou Fulton Teachers College

10/16/19