



Dear Student,

Congratulations on your assignment to complete your Professional Experience internship or Residency in the Madison Elementary School District (MESD)! Madison Elementary School District values our educational partnerships with colleges and universities. Placing residents and interns in our schools provides valuable educational experiences for these future members of the workforce. It is equally important that our District provides students with a safe educational environment. As educators, we must do all we can to ensure that individuals who are on our campuses do not present a safety risk.

MESD has a process for clearance of residents and interns who are completing observations in District classrooms. It is important that this process is completed **before** any resident or intern is cleared for placement in a MESD classroom. Any college or university student who is on campus more than once to observe in a classroom must first be cleared by Human Resources.

To help ensure the safety of their children, the Madison School District has asked that, **prior to beginning your field experience**, you follow the process below:

1. Residents and Interns **must** complete the Resident/Intern Application at the MESD [Job Posting](#) link. The resident or intern submits the residency/intern application form to Human Resources, accompanied by a copy of his or her valid DPS fingerprint clearance card.
NOTE: Residents and Interns must update their applications and obtain clearance once every school year. Clearance from the prior school year is **not** valid!
2. Scan and email a copy of the front and back of your valid DPS Fingerprint Clearance Card to: Kristina Summerville at ksummerville@madisoned.org
3. Submit your Fingerprint Clearance Card to the front office of your assigned school. They will make a copy of it for their records.

You may not begin your field experience until you have completed these steps. Thank you for your cooperation. Have a wonderful semester!

Sincerely,

Office of Professional Experiences

10/21/19