



Dear Student,

Congratulations on your assignment to complete your Professional Experience internship or residency in the Pendergast 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 this district, they require all interns and residents to complete the following process:

- Contact PESD Academic Services, 623-772-2297, to confirm they have received the request for your internship/residency
- Contact the Human Resources Department at 623-772-2235, to set up an appointment to finish processing for internship/residency
  - For the appointment you will need a valid Department of Public Safety Fingerprint Clearance Card, photo ID, and any necessary paperwork from your institution
- A PESD photo ID will be issued upon your visit. This ID is required to be worn and visible at all times when on campus

**The Human Resource Office is located in the District Office building at:**

**3802 N. 91st Avenue**

**Phoenix, AZ 85037**

**Phone: 623-772-2235**

**Fax: 623-872-2250**

**Website: [www.pesd92.org](http://www.pesd92.org)**

***NOTE: You cannot begin your professional experience internship or residency until you satisfy the requirements of the district. 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

10/15/19