



Dear Student,

Congratulations on your assignment to complete your field experience internship or student teaching/residency in the Phoenix Elementary School District #1 (PESD)! It will be an exciting and challenging semester.

You may contact your Lead Teacher and discuss your schedule now; however, **before** you attend for the first time you must complete the required district procedure to ensure the safety of the children in PESD.

- Email/fax a scanned copy of the front and back of your DPS Fingerprint Clearance Card to Human Resources, Crystal Senesy, before the start date.

Your placement is considered “**unofficial**” until you complete the requirement listed above.

The district is located at 1817 N. 7th Street, Phoenix, AZ 85006, North of McDowell at 7th Street and Palm Lane.

District Hours:	8:00 AM – 5:00 PM
Phone:	602-257-3755
Fax:	602-257-6077
CC:	Crystal Senesy, Crystal.senesy@phxschools.org

Sincerely,

Office of Professional Experiences
Mary Lou Fulton Teachers College

10/14/19