



Dear Student,

Congratulations on your assignment for your Professional Experience internship or residency in the Phoenix Union High School District! It will be an exciting and challenging semester.

To ensure the safety of the children in this district, it is required of all interns and residents to **provide a scanned copy of their DPS Fingerprint Clearance Card (front and back)** as soon as possible after being advised to do so by the Office of Professional Experiences. Assigned placement information will not be released without a copy on file in the district.

Then before you can begin, you are required to **attend a mandatory orientation with the district, at the district office**, prior to beginning your internship/residency. Contact Ms. Cheatham to learn of the dates and times of the orientations.

District Contact Information

Name: Marilyn Cheatham

Email: mcheatham@phoenixunion.org

Phone number: 602-764-1512

District Office Location:

4502 N Central Ave

Phoenix, AZ 85012

602-764-1546

FAX # 602-764-1240

Important NOTE: You cannot begin your Professional Experience internship or residency until the district has received a copy of your DPS Fingerprint Clearance Card from the Office of Professional Experiences.

Sincerely,

Office of Professional Experiences

Mary Lou Fulton Teachers College

10/9/19