Dear Legacy Traditional Schools Intern or Student Teacher,

Congratulations on your assignment to complete your clinical experience internship or student teaching in a Legacy Traditional School. It will be an exciting and challenging semester.

To ensure the safety of the children in this school/district, it is required of all interns and student teachers to complete the Student Teacher Internship Procedures form and provide a copy of the following items to the school BEFORE your first visit:

1. Valid DPS Fingerprint Clearance Card
2. Identification, driver’s license or other ID

The form and copies of the above items can be delivered directly to the front office/building principal at the school of placement.

**Important NOTE:** You cannot begin your clinical experience internship or student teaching until the school/district has received a copy of your DPS Fingerprint Clearance Card and ID. If you do not comply, you risk losing your field placement for the semester.

If you have any questions, please contact the building principal at the school of placement.

Sincerely,
Office of Clinical Experiences
Mary Lou Fulton Teachers College