



Dear Student Teacher/Intern,

Kyrene Elementary School District (KESD) has revised their background check process for individuals working in their schools. They require a copy of your current valid IVP Fingerprint card to be on file each semester.

1. A copy of your IVP Fingerprint card will be sent to Sue Spadafore. If we need a copy, you will be contacted to send to HR at [sspadafore@kyrene.org](mailto:sspadafore@kyrene.org)
2. You will need to obtain a DISTRICT visitor's badge PRIOR to visiting any Kyrene campus. (This is different than your ASU badge.)

You will need to schedule an appointment for your badge:

Sue Spadafore - 480-541-1306

Appointments are taken: Monday-Friday 8am-12:15pm and 1:15-3:45pm.

Summer hours: Monday-Thursday from 7:30am-12:15pm and 1:15-4:15pm.

The district is located at:

Ben Furlong Education Center 8700 S. Kyrene Road

Tempe, AZ 85284 (NW Corner of Kyrene and Warner Roads)

If you have any questions, please refer to your placement specialist.

Sincerely,

Office of Clinical Experiences

Mary Lou Fulton Teachers College