

Office of Clinical Experiences

Steps to Complete Fingerprinting and Clearance with Miami-Dade County Public Schools

Per state regulations, all individuals entering a school site for clinical experiences must be fingerprinted and cleared. This mandate is strictly enforced, and compliance is required before beginning any school-based placement.

1. Schedule Your Fingerprinting Appointment:

To schedule your appointment with Miami-Dade County Public Schools:

- Visit: hrdadeschools.net
- Click on: **“Personnel Services and Fingerprinting”**
- In the left-hand menu, select **“Intern Scheduling System”** and follow the instructions to book your appointment.

2. Payment Information:

Only **Visa or MasterCard** are accepted for payment.

3. Required Documentation for Appointment:

Bring the following items:

- A valid **government-issued photo ID**
- Your **Social Security card**
- A completed and printed **“Service Provider Input Document”** (This form is required and must be submitted at the fingerprinting office on the day of your appointment.)

4. Follow-Up After Fingerprinting:

Approximately one week after your appointment, call our office at **305-348-2082** to confirm your clearance status. Once cleared, we will schedule your visit to our office in the **Ziff Education Building (ZEB 130)**.

5. Final Steps at FIU:

During your scheduled visit:

- Bring a printed or digital copy of your **current semester FIU course schedule**
- We will take your photo and issue your **FIU Security Clearance card**
- You will select your assigned school from available sites and receive:
 - Contact information for the school representative
 - A introduction letter for you to present at the assigned school site
 - Attendance logs for each course requiring clinical hours

6. Course Requirements and School Expectations:

- Your course instructor will provide detailed assignment instructions and/or a letter for your Master Teacher or school administrator.
- Share these requirements with your assigned Master Teacher.
- Work with your Master Teacher to coordinate your visit schedule and complete course assignments.

7. Submitting Your Documentation:

- Upload your clinical experience summary and/or attendance log to **Canvas/Portfolio**, as per your course syllabus.

8. Professional Conduct Reminder:

Always **dress and act professionally** during your school visits. You are a guest of the School District and a representative of **FIU**.



MIAMI-DADE COUNTY PUBLIC SCHOOLS
SERVICE PROVIDER INPUT DOCUMENT

Please note: If you have been fingerprinted by Miami-Dade County Public Schools within the last five years, your fingerprint record may still be valid. Please call the Fingerprint Office (305) 995-7472 to verify.

Last Name _____ First _____ MI _____

AKA _____

Sex _____ EEO _____ Birth Date _____

Permanent Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Date _____

To the Office of Fingerprinting:

I request that the abovementioned person be fingerprinted to provide services to students as a

FIU Faculty or FIU Student for clinical hours or Internship _____
(Coach, Outreach Support, Intern, Agency Employee).

Mary Ann Gonzalez

Name Typed

Mary Ann Gonzalez
Signature

FIU - School of Education - Office of Clinical Experience:

Name of Office

Fingerprinting payment and processing procedures are located on the back of this form.