



Clinical Experiences

Fingerprinting Process for M-DCPS

*Anyone who enters a school site for field experiences must be fingerprinted and cleared.
This is a state mandate, and we are required to follow this regulation.*

Steps:

1. To schedule your fingerprint appointment with Miami-Dade County Public Schools, please follow the steps below.
Go to: hrdadeschools.net
Click on: “Personnel Services and Fingerprinting” (above tab) click the drop-down tab **“Personnel Services and Fingerprinting”**. On Left Tab click on **“Intern Scheduling System”** and follow the steps to create your appointment.
2. The only acceptable **forms of payment** are: *Mastercard or Visa*.
3. You will need to **bring** a valid *government issued photo ID and your social security card*.
4. Take the **“Service Provide Input Document”** form with you on the day of your scheduled appointment.
5. **Wait about a week and then call us at 305-348-2082 to check if you have been cleared.** If your clearance has been confirmed, we will schedule a date and time to visit our office to complete the process. We are in Ziff Education Building (ZEB) 130.
6. On your scheduled visit, please **bring a printed copy of your FIU course schedule**. We will take your photo and provide your FIU Security Clearance card. You will choose a school from our available sites and receive contact information and a memo for the school representative. You will also receive an attendance log for each course that requires field experience.
7. Your course instructor will provide details regarding your assignments and/or a letter for your master teacher or school administrator. Be sure to share the course requirements with your master teacher.
8. You will arrange a schedule of visits with the assigned master teacher, complete your course assignments, and update the attendance log at each visit.
9. You will upload a summary of your field experience assignments to Portfolio, as explained by your course instructor.
10. Please remember to dress and behave in a professional manner during all school visits. You are a guest of the School District and are representing FIU. Thank you for your cooperation!

**If you have any questions, please feel free to call: 305-348-2082,
or e-mail Mary Ann Gonzalez: gonzalma@fiu.edu**



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 _____

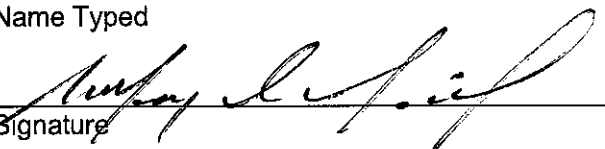
To the Office of Fingerprinting:

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

FIU Faculty or FIU Student for field or internship.
(Coach, Outreach Support, Intern, Agency Employee).

Mary Ann Gonzalez

Name Typed


Signature

FIU- School of Education - Office of Clinical Experiences

Name of Office

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