



## 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 click the link below. <https://outlook.office365.com/owa/calendar/VendorFingerprintingScheduler@miamidadeschools.onmicrosoft.com/bookings/>
2. The only acceptable forms of payment are: Mastercard, Visa, or money order for \$99 payable to School Board Miami Dade Fingerprinting.
3. You will need to bring a valid government issued photo ID and your social security card.
4. Print and take the “Service Provide Input Document” form with you on the day of your scheduled appointment. The process will not be completed without it.
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 located in the Ziff Education Building (ZEB) 130.
6. At 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 experiences.
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 visit us in ZEB 130, call us: 305-348-2082,  
or  
e-mail Ms. Mary Ann Gonzalez: [gonzalma@fiu.edu](mailto:gonzalma@fiu.edu) or Dr. Judith Cohen: [cohenj@fiu.edu](mailto:cohenj@fiu.edu)**