



Guidelines for ID Access Card Issuance to Pre-Service Teachers

The Madison Metropolitan School District hosts hundreds of practicum students, student teachers, and fieldwork interns in our schools each year. We know pre-service teachers and professionals play an integral role in supporting a great experience for all MMSD learners. To help ensure the safety and security of our students, we require all student teachers to be fingerprinted for a background check prior to the start of their student teaching.

In general, most school visitors (non-employees) will not be issued a District ID access card. They will need to follow building safety guidelines and obtain a daily visitor pass from the main office upon entry. The chart below outlines the parameters around ID badge issuance to non-employees.

Please remember----all visitors to any MMSD school must check in at the main office.

	ID Badge Issued?
Student Teachers	YES
Volunteers	NO
Observers & Other Visitors	NO
Practicum Teachers	NO
Fieldwork Interns	NO
College/University Supervisors or Faculty	NO

For more information:

<https://hr.madison.k12.wi.us/pre-service-teaching>.

Still have questions? Contact Human Resources:

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