

To: Colleges and Universities  
Date: September 21, 2018  
From: Shannon Dogan, Placement Official  
Subject: Mandatory Orientation Meeting for Student Teachers/Interns in RCPS  
Spring Semester 2018-2019

**Please distribute this information to students placed in Roanoke County Public Schools.**

The mandatory orientation meeting for those who will be student teaching or interning during the second semester of 2018-2019 is scheduled for January 15 from 10:00 to 11:30 AM in the Board Room of the Central Administration Building for Roanoke County Public Schools. The Central Administration Building is located at 5937 Cove Road, Roanoke, Virginia. During the orientation, student teachers and interns will have the opportunity to meet central staff. Information will be presented on Roanoke County expectations and procedures. In addition, required information on blood born pathogens will be presented. All Student Teachers and Interns are required to attend this meeting. Practicum and observation, etc. students are welcome to attend as well, but are not required.

The following are the required documents that are necessary to begin any type of college placement in our school system (including 1 hour observations, etc.). They may be mailed to the above address or delivered to Paula Williams:

- (1) results of TB screening (administered within twelve months of the beginning of the student placement experience and signed by a physician or an individual designated by the physician) or the completion of the Roanoke County Public Schools TB Risk Evaluation form (attached) and
- (2) name search form (attached), along with check or money order (we cannot accept cash) in the amount of \$20.00 made payable to the Roanoke County Public Schools.

Students are to submit all paperwork and fee to Paula Williams as soon as they are made aware of their placement and no later than January 11, 2019. Please be aware that submission of paperwork does not mean a student may begin a placement experience. Results of the background check must be received and cleared prior to beginning a placement. A student may contact Paula Williams (540-562-3900 ext. 10202 or pbwilliams@rcps.us) to verify approval. Background checks take approximately 4 days to process.

Please find attached the "TB Risk Evaluation Form" and the "Name Search Form".

You may contact me at 562-3900 x10280 should you have any questions.