



600 North Main Street, Suite 200 • Woodstock, VA 22664 • (540) 459-6222 • FAX (540) 459-6707
Office of Superintendent

MEMORANDUM

TO: Student Teacher/Practicum Student University Contacts

FROM: Linda Hodges, Director of Human Resources

DATE: January 9, 2019

SUBJECT: Background Check Requirements for Student Teachers

The purpose of this memo is to clarify the requirements for college students seeking placement as student teachers or practicum students with Shenandoah County Public Schools.

Student teachers and practicum students whose assignment is anticipated to be **60 or more hours** are required to have the following screenings prior to starting work in a school:

- Fingerprint criminal background check (\$27)
- Department of Social Services Sex Offender Search (\$10)
- TB Test (payment is made directly to provider by the student teacher/practicum teacher)

Practicum students whose assignment is anticipated to be **less than 60 hours** are required to complete the following:

- SCPS "Student Practicum Form"

If you are student teaching in Shenandoah County Public Schools, please contact Cheryl Hedrick by email at clhedrick@shenandoah.k12.va.us or by phone at 540-459-6761 to make arrangements for your background check.

Fingerprints must be done at the Shenandoah County Sheriff's Office in Woodstock, Virginia. Payment for background checks is \$37 total. Checks should be made payable to "Shenandoah County Public Schools". **Student teachers must contact Ms. Hedrick prior to completing the fingerprinting process.**