



ROCKINGHAM COUNTY PUBLIC SCHOOLS

Fingerprinting/Background Check Process for  
University Student Teachers

Thank you for your interest in becoming a student teacher in Rockingham County Public Schools.

In order to complete the student teaching placement process, you will need to be fingerprinted for a criminal background check/social service registry prior to your first day at the assigned placement. You will be responsible for the fees associated with the criminal background check.

You are invited to be fingerprinted at the Rockingham County Public Schools Central Office located at 100 Mount Clinton Pike, Harrisonburg, Virginia 22802. Hours are Monday-Friday, 8:00 AM – 4:30 PM.

If you are student teaching in the fall, please schedule your appointment May – August (preceding the placement). Those completing placements in the spring should schedule an appointment November – January (preceding the placement). If you have had an arrest, you are advised to complete fingerprinting six weeks in advance of your placement. Failure to do so may impact your student teaching placement, as the placement cannot begin until fingerprint results have been obtained and cleared by Human Resources.

Please contact Shanna Allen, HR Secretary at (540) 564-3220 to schedule an appointment, or if you have further questions, please email her at [sallen@rockingham.k12.va.us](mailto:sallen@rockingham.k12.va.us).