



100 Mount Clinton Pike, Harrisonburg, VA 22802-2507  
540-564-3200 · 540-564-3241 (fax)  
[www.rcps.net](http://www.rcps.net)

Dear University Program Directors and Student Teachers:

Thank you for your interest in Rockingham County Public Schools. We look forward to working with you throughout the school year. As you are aware, RCPS requires student teachers/counseling interns and other interns to meet background check & fingerprinting requirements before placements start in our division. The student teacher will receive an email from your JMU department contact with details & instructions for processing through the RCPS HR office. Shanna Allen ([sallen@rockingham.k12.va.us](mailto:sallen@rockingham.k12.va.us)) will be your main contact with our office.

The following are items & details that will be included in the email for the background check & fingerprinting:

- Virginia Department of Social Services Background Check Form
- RCPS Policies 2023
- Student Teaching Request Form
- Two money orders: (\$10 payable VDSS & \$27 payable to RCPS)
- Shanna's Google Calendar link

RCPS has reciprocity with the following school divisions in the Mid-Valley Consortium: Augusta County, Page County, Shenandoah County, Staunton City, Waynesboro City & Harrisonburg City (prints done by Virginia State Police will only be accepted from HCPS). Reciprocity enables school divisions, with the permission of the student teacher/intern, to share fingerprinting results. State code prohibits school divisions from sharing the results of the VDSS background check. In the event that the student has not lived in Virginia for the past five years, he or she may be subject to background checks in the state(s) where he or she previously resided. Fees vary state-by-state. Lastly, placements with a record of arrest should allow for additional time for results to be obtained and cleared by HR.

Please contact Shanna Allen at [sallen@rockingham.k12.va.us](mailto:sallen@rockingham.k12.va.us) if you have any questions or needs.

Sincerely,

Camala B. Kite, ED.D.  
Supervisor of Human Resources  
[ckite@rockingham.k12.va.us](mailto:ckite@rockingham.k12.va.us)