



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

FINGERPRINTING/BACKGROUND CHECK PROCESS FOR STUDENT TEACHERS

Staunton City Schools appreciates your interest in becoming a student teacher for the division. In order to facilitate this process, you will need to be fingerprinted for a criminal background check and complete a Central Registry search through the Virginia Department of Social Services/Child Protective Services. The requirements are mandatory and they must be met and satisfied before your assigned placement begins.

Staunton City Schools does not assume financial responsibility for the costs associated with the background searches. **A personal check or money order can be made payable to Staunton City Schools. Please do not bring cash.**

- Fingerprinting \$27
- CPS Registry \$10.23

Total Due: \$37.23

To schedule an appointment, please contact one of the following:

- Jonathan Venn, HR Director
 - jvenn@staunton.k12.va.us
 - 540-332-3914
- Alexis St.Clair, HR Generalist
 - astclair@staunton.k12.va.us
 - 540-332-3918

We are located on the 2nd Floor in the Staunton City Schools Central Office at 116 West Beverley Street, Staunton, VA 24401.

Thank you!