

Albemarle County Schools

HR Processing Procedures for the 2022-2023 School Year and to ask that you please remind students to complete the processing procedures as soon as possible so they are able to begin their placements at the start of the school year.

The background check procedures required for all Student Teachers, Practicum Students, and Clinical Interns placed in Albemarle County Public Schools are:

1. Student completes the online **Student Teacher/Clinical Intern** application at <https://albemarleva.tedk12.com/hire/index.aspx>
2. Student will receive an email from Human Resources with a link to the packet of forms they are required to complete as well as an appointment scheduler. The scheduler sets a time for them to come in and turn in their paperwork and have fingerprints taken for the background check. **Students are required to cover the \$26 cost of the background check.**
3. Once the student has turned in all paperwork and we have received clear background check results, the student will be permitted on school grounds. All students must have a cleared background check, performed within our Human Resources office, before they will be able to enter the schools. **Any students found to have not completed the background procedures will not be allowed in the schools until all conditions are met.**
4. Once students have completed the background procedures, they are added into our substitute system with the opportunity to substitute for their mentor teacher during their internship.

If you have any further questions, please reach out to Eva McGehee (emcgehee2@k12albemarle.org), who processes the paperwork for Student Teachers, Practicum Students, and Clinical Interns.