

Albemarle County Schools

HR Processing Procedures for the 2023-2024 School Year 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.

Student teachers should begin their clearance process with us by completing this registration form: <https://forms.gle/1uaRoKdBK97LY36n7>.

Once we have this, we will send them the online onboarding experience and detailed information about the onboarding process. They will need to submit negative TB risk assessment screening or test results from within the last 12 months. Then, they need to come into the HR office in person for us to take their fingerprints to submit for a Federal Background Check. The link to schedule a fingerprinting appointment is in the online onboarding experience.

Students are required to pay \$26.00 at their appointment to cover the cost of the background check.