



### Processing Requirements for College/University Student Teachers/Interns

Thank you for your interest in completing your student teacher/internship with Fairfax County Public Schools (FCPS). All FCPS student teacher/interns must complete the steps outlined below before they are authorized for placement in FCPS.

- **Step 1:** Complete online application for FCPS student teacher/internship (your university will provide the web link and the due date).
- **Step 2:** Read carefully due to COVID-19 the process has changed. Once your application has been reviewed, you will receive an email inviting you to register for Onboarding. Onboarding will allow you to complete forms relevant to the fingerprinting and background check process. Once Onboarding is completed the you will then have access electronically to schedule a fingerprinting appointment. **The FCPS Administration Building is not open to walk-ins.**  
**NOTE:** After completing online applications, please allow 3-5 business days for review of your application.

Processing typically includes fingerprinting, criminal background check, and photo ID (cost covered by FCPS).

***NOTE:** We highly recommended that you complete this step at least 3 weeks prior to your placement start date.*

To complete required processing, you will need to bring the following documents with you:

- Photo identification card issued by federal, state, or local government agency.
- Negative tuberculin (TB) test result (or statement/screening), completed within the last 12 months (you may be able to complete your TB test at your doctor’s office, an INOVA Urgent Care Center, or at one of the area health departments).

Office hours: Monday – Friday, **By Appointment Only**  
Fairfax County Public Schools, Gatehouse Administration Center (GAC)  
8115 Gatehouse Road, Falls Church, VA 22042

- **Step 3:** Once the background check has cleared, you will receive an email stating that you are authorized to begin your assignment. At that time, you may return to GAC to pick up their badge.
  - Background checks clear within 24-48 hours after being processed in Human Resources **do not call before the 24-48-hour period to request as badge.**
  - If you have completed a background check with FCPS in a different position (for example: coach, substitute, office assistant, or instructional assistant) you will not

receive the onboarding registration email, however, you will need to pick up a 'University' badge for student teaching that expires 6/30/2022.

- If you have completed a background check with FCPS (for example: if you completed onboarding for field experience) within the last year you will not receive the onboarding registration email, however, you will need to pick up a 'University' badge for student teaching. The student must have a current badge that expires 6/30/2022.
- **NOTE:** You will only be notified if your background is flagged for further review.

*Note: If you are an FCPS employee who is resigning in order to complete your student teaching/internship, please remember that you MUST return your FCPS employee badge to your principal at the end of your employment. You will need to complete the steps outlined above in order to be authorized for student teaching/internship.*

### Frequently Asked Questions FCPS Process for Student Teachers/Interns

#### **1. What if I was fingerprinted through my university, will I need to complete the FCPS fingerprinting process?**

Yes, you will need to complete the fingerprinting process with FCPS. We are not able to accept criminal background check results that were completed by other agencies.

#### **2. What if I was already fingerprinted with FCPS within the last year (as an example – for my field experience placement), will I need to be fingerprinted again?**

No, you should not have to be fingerprinted again. However, if this is the case information will be forwarded to you on presenting a negative TB test. Your FCPS badge will have an expiration date on it. You may use this badge if it is not expired.

#### **3. I am an active substitute teacher; will I need to be fingerprinted again to complete my student teaching/internship?**

The badge process is different for substitute teachers than for student teacher/interns so while you will not need to be fingerprinted again you will have a university student badge that will have an expiration date.

#### **4. What if I was/am a current FCPS employees who has/will be resigned to complete student teaching, can I keep that photo ID badge?**

No. When you resign, you must return your employee badge to your school principal on your last day employed.

#### **5. Can I request the school I want to be placed in?**

FCPS works closely with your university to identify the most appropriate placements based on your endorsement area, physical location and our school administrator's availability and acceptance. We cannot guarantee a placement in close proximity to your home. However, if you have identified any special requests on your FCPS application, we consider your requests to the extent possible and as allowed per FCPS Regulation 4004. Student teachers and interns shall not be placed in schools from which they graduated or in schools within the attendance area of their family residences.

#### **6. How and when will I receive my placement information?**

## Attachment B

The timeline for spring placements is May – August; spring placements is November – January  
Once FCPS has identified placements, we share that information with your university. Your university contact will provide you with your specific placement information as soon as it is made available.

### **7. Who should I contact with any other questions?**

Please note that your university will always serve as your primary contact. If needed, they may direct you to the FCPS Human Resources Recruitment Specialist. We ask that whenever possible, you first contact your university.

FCPS Department of Human Resources, Office of Talent Acquisition & Management  
Attention: Recruitment Specialist  
8115 Gatehouse Road, Falls Church, VA 22042  
Hours are Monday-Friday, Modified Hours  
**By Appointment Only, No Walk-Ins**