

Student Teachers:

Please schedule appointments at least 2 weeks before your placement begins with HCPS Human Resources staff at 540-434-9916 and bring the following to your appointment:

- **2 Forms of Identification** such as:
driver's license, social security card, passport, official JMU ID Card
- **Current negative TB test or screening** (something that has been done in the past year)
- **\$10.00 money order** made payable to Va Dept. of Social Services for background check **(This has to be a money order.)**