

Student Teaching in Prince William County Schools

No later than July 1 (for fall placement) or November 1 (for spring placement), students interested in completing a practicum or internship with Prince William County Public Schools (PWCS) must:

- Request for placement is completed by university representative and an automatic email is generated and shared with student and advisor with next steps to include completing a PWCS Sub/Temp/Volunteer online application.
- Upon successful application completion and submission, a computer generated PID number will be emailed to the email address submitted on your application.
- Once you notify PWCS HR of application completion and submission by sharing your PID via the tracking spreadsheet, additional instructions from ToolBox will be shared via your email entered in WinOcular (the PWCS online employment application platform).
- ToolBox will generate a Checklist which is an online orientation that includes the following for completion:
 - Obtaining a negative Tuberculosis (TB) test or screening with results dated within the last 12 months at a medical facility of your choosing;
 - Scheduling fingerprinting at the Kelly Leadership Center.
- When all requirements have been met, including your background check clearing, you and your university will receive notification of your placement. Please be mindful that special requests are accepted, but not always granted.
- Review and abide by Regulation [595-1](#) (This regulation governs our program.) and Regulation [511-10.](#) Both regulations are found within your welcome email.

If you are a current PWCS employee, including substitute, please add the volunteer application to your existing WinOcular application and share your PID number. No other fingerprinting or background checks for ACTIVE** employees.

Prince William information can be found at:

https://www.pwcs.edu/departments/hr/student_teaching_internships/index

**Active meaning you have received a paycheck within the previous six (6) months