



100 Mount Clinton Pike, Harrisonburg, VA 22802-2507
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Dear University Program Directors,

As you are aware, the Rockingham County Public Schools Division requires student teachers/counseling interns and other interns to meet the background check and fingerprinting requirements prior to their placement in our division. I have attached information which includes the timeframe to complete background checks, the form that your students will need to complete, and our RCPS School Board Policy regarding fingerprinting and background checks. Please notify student teachers/interns that they will need to bring two money orders to HR (one in the amount of \$10 and the other in the amount of \$27. The \$10 money order should be made payable to the Virginia Dept. of Social Services and the \$27 money order, payable to Rockingham County Public Schools, is used to pay for the fingerprinting. In the event that the student has not lived in VA for the past five years, he or she will be subject to background checks in the states where he or she previously resided. These additional fees vary from state to state.

As of November 9, 2011, RCPS has reciprocity with the following other school divisions in the Mid-Valley Consortium: Augusta County, Harrisonburg City, Page County, Shenandoah County, Staunton City and Waynesboro City. Reciprocity enables school divisions, with the permission of the student teacher/intern, to share fingerprinting results thus limiting repetitive costs to student teachers/interns who are assigned placements in multiple divisions. State code prohibits school divisions from sharing the results of the VA Department of Social Services background check. Fortunately, this is not as costly. If the student has fingerprints that need to be shared or has fingerprints on file as a current substitute or other RCPS employee, he or she must contact Shanna Allen in our office at 540-564-3220 to let her know that information.

The attached information does state that students should make an appointment with Shanna Allen at 540-564-3220 for background checks/fingerprinting. Thanks for passing along this information to your student teachers/interns.

Sincerely,

Camala B. Kite, Ed.D.
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