



100 Mount Clinton Pike, Harrisonburg, VA 22802-2507  
[www.rcps.net](http://www.rcps.net)

Dear University Program Directors and Student Teachers:

Thank you for your interest in Rockingham County Public Schools. We look forward to working with you throughout the school year. As you are aware, RCPS requires student teachers/counseling interns and other interns to meet background check and fingerprinting requirements before placements start in our division. Your contact for HR processing with RCPS is Shanna Allen. To make an appointment with Shanna please email her at [sallen@rockingham.k12.va.us](mailto:sallen@rockingham.k12.va.us). She will email you the forms and her calendar, as well as other details for HR processing.

RCPS has reciprocity with the following school divisions in the Mid-Valley Consortium: Augusta County, Page County, Shenandoah County, Staunton City, Waynesboro City and Harrisonburg City (prints done by Virginia State Police are the only prints accepted from HCPS). Reciprocity enables school divisions, with the permission of the student teacher/intern, to share fingerprinting results. State code prohibits school divisions from sharing the results of the VDSS background check. In the event that the student has not lived in Virginia for the past five years, he or she may be subject to background checks in the state(s) where he or she previously resided. Fees vary state-by-state. Lastly, placements for individuals with a record of arrests or convictions should allow additional time for results to be obtained and considered for clearance by HR. Again, assigned placements may not start until the individual is cleared by HR.

Please contact Shanna Allen at [sallen@rockingham.k12.va.us](mailto:sallen@rockingham.k12.va.us) if you have any questions or needs.

Sincerely,

Camala B. Kite, Ed.D.  
Supervisor of Human Resources  
[ckite@rockingham.k12.va.us](mailto:ckite@rockingham.k12.va.us)