



P. O. Box 900 • 116 W. Beverley Street • Staunton, Virginia 24402-0900 • Phone 540-332-3920 • Fax 540-332-3924

### FINGERPRINTING/BACKGROUND CHECK PROCESS FOR UNIVERSITY STUDENT TEACHERS

Staunton City Schools appreciates your interest in becoming a student teacher for the division. In order to facilitate this process, you will need to be fingerprinted for a criminal background check and complete a Central Registry search through the Virginia Department of Social Services/Child Protective Services. The requirements are mandatory and they must be met and satisfied before your assigned placement begins.

Staunton City Schools does not assume financial responsibility for the costs associated with the background searches. Money orders and personal checks will be accepted and should be made payable to Staunton City Schools. Please do not bring cash.

The following fees are applicable:

- Fingerprinting \$27.00
- CPS Registry \$10.00

**TOTAL DUE \$37.00**

Please contact Jonathan Venn ([jvenn@staunton.k12.va.us](mailto:jvenn@staunton.k12.va.us)) at 540-332-3914 to schedule an appointment.