

ADDITIONAL PLACEMENT REQUIREMENTS

Updated: February 13, 2012

SCHOOL DIVISION	REQUIREMENTS
Accomack County	Fingerprinting
Albemarle County	Substitute Teaching Application; Current TB; ACPS Background Check; Fingerprinting
Amelia County	None
Amherst County	ACPS Background Check (\$42.50)
Appomattox County	None
Augusta County	None
Bedford County	BCPS Background Check (\$20)
Buckingham County	None
Campbell County	None
Charlotte County	Current Background Check; Fingerprinting; Current TB Test
Charlottesville City	CCS Background Check; Transcript; Current TB Test; Two IDs (one picture); Substitute Teaching Paperwork; CPS Form (Renee Hayden, renee.hayden@ccs.k12.va.us)
Chesapeake City	Supplemental Privacy Form* *also required for Practicum
Chesterfield County	Current VSP Background Check with Fingerprinting; Current TB Test
Colonial Heights	Current Background Check
Culpeper County	None
Cumberland County	None
Danville City	DPS Background Check and Fingerprinting (\$44); Current TB Test
Dinwiddie County	None
Fairfax County	None
Fluvanna County	Current TB Test
Fuqua School	None
Greensville County	GCPS Background Check and Fingerprinting
Halifax County	None
Hampton City	HCPS Background Check and Fingerprinting at least one week prior to placement
Hanover County	Personal Statement/Philosophy
Henrico County	HCPS Supplemental Application; Transcript; copies of LU Background Check and TB Test
Henry County	None
Hopewell City	None
Isle of Wight County	IWC Background Check; Fingerprinting; Current TB Test
Loudoun County	LCPS Supplemental Application; Orientation (TNT@lcps.org)
Louisa County	LCPS Background Check (Judie Sacra, 540-894-5115); Current TB; Substitute Teaching Application
Lunenburg County	None
Lynchburg City	Graduation from Lynchburg City High School
Martinsville City	MCPS Background Check and Drug Screen; VSP Sex Offender Registry Search; CPS Central Registry Search
Mecklenburg County	Fingerprinting; CPS Form; Current TB Test

Newport News	Signed AUP and Name Badge
Norfolk	Supplemental Request Form; TB within 3 years
Nottoway County	None
Orange County	Fingerprinting; CPS Form
Patrick County	PCPS Background Check; Current TB Test; CPS Form
Petersburg	None
Pittsylvania County	LU Background Signed Certification (or PCS Background)
Poquoson	PCPS Background Check with Fingerprinting (\$37 payable to Poquoson City Public Schools); CPS Form; TB Test; Contact Human Resources at 757-868-3055 before placement
Powhatan County	Fingerprinting (\$16); CPS Form (\$7); Current TB Test
Prince Edward County	None
Prince George County	PGCPS Background Check with Fingerprinting* (\$27, contact Kim Thayer, 804-733-2700 ext. 117); CPS Form (\$7); Current TB Test *also required for Practicum placements
Prince William County	PWC Supplemental Application; Fingerprinting at PWC; Transcripts; Resume
Richmond City	None
Rivermont School-Lynchburg	None
Roanoke	RCPS Supplemental Request Form; RCPS Background Check (\$20; Lordean Bade, 540-562-3900 ext. 10202); RCPS Tuberculosis Risk Evaluation Form
Salem City	SCS Background Check (\$44; Dana Crouse, 540-389-0130); CPS Form; SCS Orientation Meeting
Southampton County	None
Spotsylvania County	None
Stafford County	CPS Form; Fingerprinting; Copy of TB Test (no charge to student teachers, contact Ingrid Thomas at 540-658-6560 or thomasid@staffordschools.net with questions)
Suffolk	SPS Background Check & Fingerprinting (\$35, Charlene Andrews, 757-925-6758); Current TB Test; \$5 ID; Privacy Form
Sussex County	Fingerprinting
Virginia Beach City	VBCPS Background Check (\$44); CPS Form; Current TB Test; Privacy Form* *also required for Practicum
Warren County	WCPS Criminal Background Check; Current TB Test; Fingerprinting (\$ paid for by the student teacher); Supplemental Application & Information Form (contact Tammy Smelser in Personnel, 540-635-2171 ext. 240)
York County	Criminal Background Check; TB Certificate Form