



TO: Substitute Teachers, Student Teachers, Interns, Etc.

FROM: Cathy Quinn, Human Resources Specialist

SUBJECT: Background Checks for Botetourt County Public Schools

Thank you for choosing Botetourt County Schools!

Anyone who works in our division for thirty or more hours per week must complete a background check. Please call me (540-473-8353 x220) or at [cquinn@bcps.k12.va.us](mailto:cquinn@bcps.k12.va.us) to schedule an appointment (in person) to complete background paperwork.

On the day of your appointment, please bring the following in order to complete the remaining paperwork and background paperwork:

1. Passport --or--
2. Driver's License and Social Security Card ---or--- Driver's License and a Birth Certificate
3. **Money Order for \$37** made payable to Botetourt County Public Schools (for background check).  
We **DO NOT** accept cash or personal checks or cards (credit or debit) of any kind.

Our address is 143 Poor Farm Road, Fincastle VA 24090. Directions: Take 220N to Fincastle, then turn RIGHT onto Main Street. At the second stop sign take a left on Hancock (turns into Springwood Road). Go past Breckinridge Elementary School on the left. At the fork in the road, go toward the left onto Poor Farm Road. We are the first brick building on the left.

Thank you and I look forward to meeting with you!