 **Williamsburg-James City County Public Schools**

**P. O. Box 8783, Williamsburg, Virginia 23187-8783**

**Telephone (757) 603-6400**

**Facsimile (757) 565-9384**

**Williamsburg James City County School Guidelines for Student Teachers**

* You must have a TB screening to work with children in Williamsburg James City County. The TB screening can be done by the Health Department, Student Health at your respective college or university or his/her personal physician, if that is preferred.
* **A Name Search Request Form for Criminal History Record and/or Sex Offender and Crimes Against Minors Registry Search** is **required** for all student placements with Williamsburg James City County Schools. No student teacher may work unsupervised with students until this form is received back from the State Police.

1. Go to [www.virginiatrooper.org](http://www.virginiatrooper.org)
2. Click on Forms and Publications
3. Scroll down to and click on

**Criminal History / Sex Offender Name Search Forms (SP-167, SP-230, SP-266):**

|  |
| --- |
| **THIS IS THE RECOMMENDED METHOD FOR QUICKEST RESULTS:** Graphic:  Arrow pointing to link to online form[**Click here to create your request to be printed for mailing to the Virginia State Police (must mail in one form per request).**](https://apps.vsp.virginia.gov/ncjis/publicforms.do) |
|  |

1. **Click on SP-167 Criminal History and/or Sex Offender and Crimes Against Minors Name Search**
2. Follow the directions carefully.
3. Fill in all fields. In the fields for “Mail Reply To” please use the following information:

Name: (YOUR NAME)

Attention:

Address: (YOUR ADDRESS)

1. **When done completing the form, press the button titled, “Click here to Validate.”**
2. ***Please note no personal checks or cash***. Acceptable payment options are credit cards or money orders. The fee is $20.00.
3. When the form is received, please submit to Robin Rubenstein, HR Coordinator, Williamsburg James City County Public Schools