

## **Hampton City Schools finger printing fee, location and hours**

Effective **January 2017** – The cost of fingerprinting fees has changed to **\$37.00** for student teachers, practicum students, and interns that are not student teachers but placements with Hampton City Schools. The students are required to pay \$37.00 for fingerprinting. Payment method – **\$37.00 Money order** made payable to Hampton City Schools. **Volunteers: \$29.00**

***Cash, Checks and Credit cards will not be accepted.***

***As a security precaution fingerprinting documentation from other schools and agencies are not accepted by Hampton City Schools.***

***Note: Background checks are required for students requesting 40 hours or more practicum, student teachers and interns that are not student teachers. Background checks not required for students requesting a one-time less than 40 hours of observation/practicum.***

If Hampton City Schools previously fingerprinted the student is more than six months old, then fingerprinting is required again by Hampton City Schools.

**IMPORTANT:** STUDENTS SHOULD NOT REPORT FOR FINGERPRINTING UNLESS THEY HAVE RECEIVED THE NAME OF THE SCHOOL FOR THEIR ASSIGNMENT. **Why: If for any reason HCS is unable to accommodate the student placement request, the fingerprinting fee will not be refunded.**

**TB Test** results are part of Hampton City Schools fingerprinting process. Effective September 9, 2016.

- TB Test - Hampton City Schools require the student to bring a copy of their TB Rest results with them. The TB test results must not be more than one year old.
- If the student doesn't have copy of their TB Test results at the time of fingerprinting they will have seven business days to submit results to Hampton City Schools.

Blank TB Test forms are available at the time of fingerprinting. Students should ask for a form if they need a TB Test or their previous test is more than one year old.

**Finger printing hours:** 8:30-3:00. Please allow 30 minutes to complete HCS finger printing and CPS form. You must bring at least one ID.

**Location:** Hampton City Schools, 1 Franklin Street, Hampton, VA. Human Resources 3rd Floor

It is not necessary to schedule an appointment. Students **do not** have to wait for fingerprinting results before starting their internship or practicum. ***However, students are required to be fingerprinted by HCS no later than two weeks after their assigned start date.***