

Field Experience Requirements (For Placements 40 hours or More)

Complete each item below and deliver all documents to:

Henrico County Public Schools Attn: Shelby G. Elliott 3820 Nine Mile Road Henrico, Virginia 23223

No later than **July 1** (for fall placement) or **November 1** (for spring placement).

If any of these items have already been completed within the past one year, you may submit the results to us for review.

Criminal History/Background Check

1. Go to <http://www.vsp.virginia.gov>
2. On the left hand side, click on *Forms & Publications*
3. Scroll down to Criminal History/ Background
4. Select the link the arrow points to “Click to Create our request to be printed for mailing to the Virginia State Police”



Criminal History/Background

Criminal Background: National Criminal Background Check For Employees or Volunteer Providing Care To Children, the Elderly and Disabled (SP-24)
(In order to submit this form, you must be a registered and specified entity who is entitled to receive this information pursuant to the Code of Virginia. The required completed fingerprint card must accompany this form. Contact VSP at (804) 674-4653 or 804-674-4656 for information regarding the process.)

Criminal History Record Request / Sex Offender Name Search Forms:

 [Click here to create your request to be printed for mailing to the Virginia State Police \(must mail in one form per request\).](#)

If you are unable to print this form, contact the Help Desk at (804) 674-2131. Please ensure your browser is up to date before calling the Help Desk.

5. In the new window, follow the instructions on the screen
 - a. For Form: please choose **SP-167 for Individual Requests.**
 - b. For Mail Results To: Henrico County Public Schools
Attention: Shelby G. Elliott
Address: 3820 Nine Mile Road
City, State, Zip: Henrico, Virginia 23223-0420
6. Type in your personal information and click *Confirm*
7. Once you confirm the information is correct, click *Generate*
8. Print this form
9. Sign in the *Affidavit for Release of Information* in the presence of a Notary
10. Mail or hand deliver a completed/signed SP-167 form, fingerprint card and Money Order payable to **Virginia State Police** for **\$20.00**, to Shelby Elliott for her *Signature of Person Making Request*.

Fingerprints

- Visit a Virginia State Police office where fingerprints are taken
- Complete a VSP Fingerprint card: **\$10.00**- *They will accept cash, no personal checks.*
- Provide the original fingerprint card to Shelby Elliott

Tuberculosis (TB) Test

- Go to any doctor/clinic to have a TB Skin Test done
- Provide the results in package to Shelby Elliott

If you have any questions with the paperwork requirements, please do not hesitate to contact us!

Shelby Elliott at 804-652-3429, sgelliott@henrico.k12.va.us

Jessica Dadey at 804-652-3365, jddadey@henrico.k12.va.us