



Arlington Public Schools
Department of Teaching & Learning
Professional Learning Office

Syphax Academic Center • 2110 Washington Blvd. • Arlington, Virginia 22204

Field Experience Guidelines

The Field Experience application process was updated February of 2019.

- Arlington Public Schools (APS) requires all university students requesting field placement to complete the APS application process. **Field Experience placements are managed by the Professional Learning Office. For internships or student teaching, requests must be made through Human Resources.** Individual university applications may be attached, however, the placement process will not begin until receipt of the completed APS form.
- In addition to the APS application, a syllabus from each course stating the observation is necessary as well as a current TB test or x-ray is required. ("Current" is within the past 1 year.) Career Switcher students do not need to send a syllabus. Receipt of all documents is required for the process of placement to begin.
- **Applicants must be fingerprinted and have a Child Protective Services background check in order to be approved for Field Experience within APS. Please follow the directions below.**
- The deadlines for receiving completed applications are firm. These dates are listed on the top of the application.
- If an applicant is currently employed with Arlington Public Schools, a TB test, fingerprints, or Child Protective Services background check are already on file in Human Resources and not needed for the Field Experience application process.
- For students applying for more than one semester of observation, please send separate applications along with the syllabi from each course.
- All applicants are notified by email upon receipt of their application and alerted to any missing components. If an application has been sent and the applicant has not received this confirmation within one week, please contact the Professional Learning Office immediately.
- If possible, a typed application is best.
- No placements will be made at a school where students have family members attending or working or where they are currently employed.
- All contact with individual schools is coordinated through the Professional Learning Office. Students may not make direct contact with schools. To do so may jeopardize their placement.

Directions for Applicants:

1. Submit a complete application to Laura Smith at laura.smith2@apsva.us in the Professional Learning Office. Complete applications include:
 - a. Course Syllabus, Field Experience Application, and TB Test
2. Applicants will receive a confirmation within one week that the first step of the application is complete, and they are approved to visit Human Resources for fingerprinting. Please bring your confirmation email with you to Human Resources.
3. Please visit Arlington Public Schools Human Resources Office at 2110 Washington Boulevard, 4th Floor, Arlington VA 22204 to get fingerprinted and start the CPS background check.
 - a. Park in B-1 or B-2 and take the elevator to the Lobby. Enter the building and take the elevator to the 4th floor.
 - b. Let the main desk know that you need your fingerprints and CPS background check for **Field Experience**.
4. Once your fingerprints and background check have been cleared (typically 1-2 days), please wait up to 2 weeks to receive an email with your placement information.

Please do not hesitate to contact the Professional Learning Office should you have any further questions.