



FIELD EXPERIENCE GUIDELINES

- 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 linked here: [APS Field Experience Application](#)
- 1. In completing the [APS Field Experience Application](#), a syllabus from each course requiring the observation is required and a current TB test or x-ray. (“Current” is within the past 1 year.) 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.**
- 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 course for observation, the form will accept two course requests. If you need to request more courses, please fill out a separate application.
- All applicants are notified by email upon receipt of their application and alerted to any missing components or their applications approval. If an application has been sent and the applicant has not received this confirmation within one week, please contact the Professional Learning Office immediately at rocio.rivero@apsva.us.
- No placements will be made at a school where students have family members (attending or working), or where the student is currently employed unless approved by the site administrator.
- 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:

2. Fill out the application for a request for Field Experience: [APS Field Experience Application](#).
Complete applications include:
 - a. Required Information in application
 - b. Course Syllabus
 - c. TB Test
3. Applicants will receive a confirmation that the first step of the application is complete, or the request for more information is needed within one week of submitting an application.
4. Notification of a completed application will have a Talent and Acquisition contact that will reach out to schedule a Child Protective Service background check and fingerprinted. Please bring the confirmation email with your visit to the Human Resources Office
5. Once prompted by the Talent and Acquisition contact, 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 check in at the health screener, then 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**.
6. 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.