

## DCPS Clearance Process for Student Teachers and Interns

Below you will find the necessary steps to complete the clearance process. We encourage you to begin this process **as soon as possible**. If you have any questions, please contact your program point of contact. Once the below steps are completed, please inform your program point of contact and they will work with DCPS to track your clearance progress. The DCPS team will inform you once all clearances have been processed and placement has been finalized.

1. **DCPS Clearance Application (NOTE: DO NOT complete on a mobile device, complete on a computer or laptop)**
  - a. Complete the [DCPS Clearance Application](#). When completing this application, select the following:
    - i. Application Type: “Student Teacher or Intern”
    - ii. School or Department Name: Enter School Name if it is known. If you have not yet been placed at a specific school location, please enter “Office of Leadership Development”
    - iii. College/ University: The School you are currently enrolled at
    - iv. Program/ Course Directors Name, Phone, and Email Address: Your Point of Contact for the course you are taking at your school
  - b. **Complete TB Risk Assessment.** When submitting the [DCPS Clearance Application](#), you will be directed to self-report a TB Risk Assessment Screening (embedded within the application), which will ask questions regarding your travel history, TB testing history, and possible TB virus exposure. Based on responses to these questions, the assessment will either satisfy the TB screening requirement or you will be directed to complete a TB test. If your risk assessment indicates that you must complete a TB test, you must provide TB test results to move forward in the clearance process. DCPS accepts negative skin or blood tests taken, or a clear x-ray analysis issued, within the last 12 months. If a TB test is required, please send your results to the DCPS Clearance team ([dcps.clearance@k12.dc.gov](mailto:dcps.clearance@k12.dc.gov)).
  - c. **Schedule and complete a FieldPrint fingerprinting appointment.** Further instructions will be attached in the confirmation email you will receive after you submit your Clearance Application.
  - d. To be cleared, you will also need to receive **clearance from the Sex Offender Registry (SOR)**. A SOR check will be automatically run by DCPS as part of the clearance process; therefore, no action steps are required from you.