

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
2. **Application Station:** A video resource of Application Station and completing the process can be found [here](#).
 - a. Within 1-2 business days after submitting the DCPS Clearance Application, you will receive an email from applicationstation@truescreen.com to complete online forms required for your clearance process. Please complete those forms and submit them on Application Station.
 - b. **Schedule and complete a FieldPrint fingerprinting appointment.** Using the unique code and instructions provided in Application Station you can schedule your FieldPrint Appointment.
 - c. A SOR check will be automatically run after you submit your Application Station Forms.