

**VIRGINIA BEACH CITY PUBLIC SCHOOLS
INTERNSHIP PLACEMENT REQUEST INFORMATION FOR SPRING 2025
AUGUST 25, 2025 – DECEMBER 13, 2025**

VBCPS uses a Google form for placement requests, which will be completed on your behalf by the Field Placement Liaison. Please provide the information below to aid in the completion of this form. You will be contacted if there are any questions.

Name: _____

E-mail: _____

Phone #: _____

1. Are you a current VBCPS employee? Yes No
2. If you answered yes to # 1, please provide your WISE number: _____
3. Will you have a child/relative in either of the schools you are interested in for placement?
 Yes No
4. Did you graduate from VBCPS? Yes No
5. If you answered yes to # 5, what high school? _____
6. Grade Level Requested for Fall 2025: Elementary School High School
7. Please provide the names of 2 schools you are interested in for placement (must match your answer to #5 in that both must be elementary schools or both must be high schools):
 - a. _____
 - b. _____

PLEASE KNOW THAT VBCPS WILL MAKE EVERY EFFORT TO HONOR YOUR CHOICES, BUT CANNOT GUARANTEE THESE LOCATIONS. IF NEITHER OF YOUR SELECTED SCHOOLS IS AVAILABLE FOR A SCHOOL COUNSELING INTERN IN THE SEMESTER IN WHICH YOU ARE SEEKING PLACEMENT, YOU WILL BE PLACED IN A SCHOOL NEARBY.