

FORT LEE SCHOOL DISTRICT
STUDENT TEACHER AND INTERNSHIP APPROVAL PROCESS
◆ FOR EXTERNAL APPLICANTS ONLY ◆

Applicant must apply online through AppliTrack

- 1) Log on to: www.flboe.com - Select Employment Tab.
- 2) Select start an application for employment.
- 3) When in application under job/position desired select:
 - **Other (Student Teaching/Practicum/Field Work) - Job ID # 1608.**
- 4) The applicant must upload a typed letter addressed to the Superintendent of Schools requesting to fulfill his/her Student Teaching, Practicum, or Internship in the Fort Lee Public School District.
- 5) The applicant must upload to AppliTrack an **official letter/form (on university letterhead) from their school** detailing the program requirements (include dates and number of hours required).
For example: "The Fall semester internship dates are September xx, 20xx to December xx, 20xx and is a total of xx hours."
- 6) **Note:** Board approval is required for **each** semester.
- 7) The applicant must upload a copy of his/her resume.
- 8) The applicant must upload a copy of their substitute certification (**for student teaching only**).

Mantoux Test

- 1) The applicant will be directed to have a mantoux test and upload the results onto their AppliTrack Application. The date of the Mantoux test results must be within a year of starting the placement (we will accept a copy from their college).

Fingerprinting Process

- 1) The applicant must complete the fingerprinting process and upload the appropriate documentation to their AppliTrack Application. **Fingerprint results can be viewed** at <http://www.nj.gov/education/crimhist/> (Click on "Applicant Approval Employment History" and enter your SSN and DOB). **Print results and up-load to Applitrack.**

Placement Process

- 1) Once all steps are completed the applicant **must** email Ms.Alcon at malcon@flboe.com to indicate completion and to verify receipt of documentation for processing of placement.
- 2) Once the Superintendent has reviewed the request (subject to board approval), Central Office will reach out to the principals to request a cooperating staff member, **only after the student has completed all of the required documentation.**
- 3) All required documentation is subject to completion prior to beginning any assignment. (All documentation must be completed 4 weeks prior to scheduled board meeting in order to be considered for Board approval).

Board Approval

- 1) Once a cooperating staff member agrees to work with the applicant, the school/applicant will be notified via email. Interview with building principal is required prior to board approval.
- 2) Ms. Alcon will then move the information forward to the Office of the Superintendent for the Fort Lee Board of Education to approve.
- 3) No Student Teachers or Interns can begin their assignment until they are approved by the Fort Lee Board of Education.