Applicant must apply online through AppliTrack

- Log on to: www.flboe.com - Select Employment Tab.
- Select start an application for employment.
- When in application under job/position desired select:
  - Other (Student Teaching/Practicum/Field Work) - Job ID # 1608.
- 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.
- 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).
- The applicant must upload a copy of his/her resume.
- The applicant must upload a copy of their substitute certification (for student teaching only).

Mantoux Test

- 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

- 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 upload to Applitrack.

Placement Process

- 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.
- 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.
- Documentation is subject to completion of all required documentation 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

- 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.
- Ms. Alcon will then move the information forward to the Office of the Superintendent for the Fort Lee Board of Education to approve.
- No Student Teachers or Interns can begin their assignment until they are approved by the Fort Lee Board of Education.

Class Observations

- Observations under 20 hours do not require board approval.
  - Applicant must complete an application on AppliTrack.
  - The applicant must upload a copy of an official letter/form from their school detailing the observation requirements.
  - Interview with building principal is required prior to placement.
- All observations are required to be approved by Central Office.