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# College Student Observation & Placement Guide & Paperwork

## Step 1: Submit College Paperwork

Submit required paperwork from your college to [Krissy.Bowlby@wmtps.org](mailto:Krissy.Bowlby@wmtps.org) for review. Wait for confirmation before proceeding.

## Step 2: Criminal History Authorization

1. Complete the online **Applicant Authorization and Certification** at: [NJ Criminal History Website](#)
2. Pay the \$10.00 administrative fee + \$1.00 convenience fee.
3. Enter **County Code: 31** and **District Code: 5650**.
4. Print a copy of the completed form.

## Step 3: Fingerprinting Process

1. After completing Step 2, fill out the **IdentoGO NJ Universal Fingerprint Form**.
2. Use code **2F1FB1** for public school employment.
3. Pay the fingerprinting fee (\$66.05) and schedule an appointment.
4. Print the IdentoGO form and bring it to your appointment.
5. If fingerprinted after **February 21, 2003**, you may archive your fingerprints. Follow the **Criminal History Authorization** process and select **Archive Application Request** (\$28.75 + \$1.00 convenience fee).
  - o **Important: Select "Other" or "Substitute Teacher" for permanent clearance instead of "College Student" to avoid reapplying next year.**

## Step 4: Mantoux Test (Tuberculosis Test)

- Provide most recent Mantoux test results.
- Can be completed **after** Board of Education approval but must be submitted before starting.

## Step 5: Complete the Request Form

- Fill out the **College Observation Request Form** (details below) and submit to [Krissy.Bowlby@wmtps.org](mailto:Krissy.Bowlby@wmtps.org)

## **Step 6: Sign the Confidentiality Agreement**

- Read and sign the **Confidentiality Agreement** (details below) and submit to [Krissy.Bowlby@wmtps.org](mailto:Krissy.Bowlby@wmtps.org)
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For questions, contact [Krissy.Bowlby@wmtps.org](mailto:Krissy.Bowlby@wmtps.org).

Thank you for your cooperation in ensuring a smooth observation process!

WEST MILFORD TOWNSHIP PUBLIC SCHOOLS  
Office of the Principal

**REQUESTS FROM COLLEGE STUDENTS**

**Note for the Principal:**

Please have any college student inquiring about an observation assignment complete the following information after discussing the assignment request with you. A college student is now required to go through the fingerprinting/criminal background check processes, provide a Mantoux reading within six months and receive Board approval. Once placement is approved, this process will be managed by the Director of Education's office.

**Responsibilities for the College Student:**

Please see requirements above in Note for the Principal. Make an appointment with the Principal to discuss placement. Please submit the criminal background clearance letter, Mantoux form along with this completed form signed by the principal to the Assistant Superintendent's office, 46 Highlander Drive, West Milford, NJ 07480. You will be notified when the Board of Education has approved you to observe a class.

STUDENT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

COLLEGE OR UNIVERSITY: \_\_\_\_\_

SUBJECT FIELD AND/OR GRADE LEVEL: \_\_\_\_\_

DATE RANGE REQUESTED (*specific dates cannot be guaranteed*): \_\_\_\_\_

TOTAL NUMBER OF DAYS AND/OR HOURS REQUESTED: \_\_\_\_\_

My signature indicates that I have provided the principal with a written request on letterhead from my college/university indicating that this observation is required.

*Signature* \_\_\_\_\_

Recommended by Principal: \_\_\_\_ Yes \_\_\_\_ No      Recommended to another building: \_\_\_\_ Yes \_\_\_\_ No

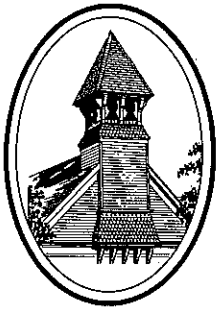
Assigned to (*Teacher's name & grade level*): \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Board Approved:

**\*\*\*No surveys nor videotaping of any nature can be administered as part of your observation experience.**



## WEST MILFORD TOWNSHIP PUBLIC SCHOOL

### **Student/Practicum Teachers/Interns** **Confidentiality Agreement**

I, \_\_\_\_\_ (please print), understand that during my work as a student/practicum teacher/intern in the West Milford School District, I may have access to students' records, including but not limited to, grades, transcripts, IEPs, 504s, medical/psychological records, participate in conferences with parents/guardians and IR & S meetings.

By my signature, I acknowledge the proprietary nature of such and agree to keep all information confidential. I have received a copy of this agreement and understand and agree to the terms contained herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date