


Standard Operating Procedure

Subject: Student Teacher Placement Process and Enrollment	Effective Date: August 2, 2021	Page(s): 1 of 2
	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	Superintendent's Signature: 

I. Purpose:

To establish guidelines for implementing the school district's procedure for requesting a clinical experience placement, internship, and/or observation by an institute of higher education.

II. Authority:

The District Superintendent or Deputy Superintendent

III. Terms and Conditions:

All district placement requests will follow the process below and adhere to the enrollment periods.

- a. Beginning September 2021, there will be three enrollment periods to accept all student candidates to ensure successful placement in a timely manner.

Time Period	Submission Dates	Term
1 st Window	May 1 st – July 15 th	Fall
2 nd Window	October 1 st – December 15 th	Spring
3 rd Window	April 15 th - June 15 th	Summer

- b. Student Teacher Candidates and/or their placement representatives will be required to complete the online application (found on the Professional Development department page) and upload the following required documentation to be considered:
 1. Application form from College/University describing which placement is being requested: clinical experience, observation, or internship, also the course name, content area, duration of request(s), and any other related specifications.
 2. NJ state approved fingerprint clearance certificate (expiration date cannot have exceeded more than one year)

- c. Once all mentioned paperwork is submitted to the Coordinator of Academic Services and/or person managing Professional Development, the district personnel will begin the process in coordinating placement and contacting the appropriate personnel. School location placement will be selected at the district's discretion.
- d. If building principal/department head and/or designee agree, they will select the appropriate cooperating teacher or staff from their building/department correlated to the requested content/program area and submit the completed forms to the Coordinator of Academic Services and/or person managing Professional Development.
- e. If the institute of higher education provides compensation or additional incentives for cooperating teachers and/or mentors, that agreement will be exclusive to the staff and institute, the school district will not be responsible to satisfy that expectation.

IV. Approval Process:

- a. The Coordinator of Academic Services and/or person managing Professional Development will review all required documents to ensure they are complete and approve.
- b. The Assistant Superintendent and Deputy Superintendent will receive an approval letter from the district for final approval and signature.
- c. Applicants will be provided placement upon receipt of final approval.

V. Dissemination:

District Administrators and Administrative Employees.