Welcome to the NB School District Placement Portal!

The NB School District Placement Portal (The Portal) was developed in conversation with the Superintendent of New Brunswick Schools, Richard Kaplan, and with the assistance of a Rutgers NB Placement Advisory Committee made up of faculty and staff. The Advisory Committee participated in a series of meetings to reflect on the needs of the NB Public School system and to identify the challenges facing multiple Rutgers units as they compete to place students in the New Brunswick Schools. We learned that over 2,000 Rutgers students participate in mentoring and teaching assistantships in the school system per year, not including students who do observations, drop-in visits, practicums and special internships. The increasing numbers of field placements by multiple Rutgers units without central coordination is causing undue stress on the NB school system. With the encouragement and support of Rutgers President, Richard L. McCormick, and Richard Kaplan, the Superintendent of the New Brunswick School System, the Advisory Committee recommended the launching of the "The Portal."

The primary objective of "The Portal" is to facilitate communication, registration, and field placement of Rutgers students in New Brunswick Schools through a protocol that will foster a reciprocal relationship between the school district and Rutgers University. Our aim is to strengthen and enrich a new collaborative working partnership that will be mutually beneficial to the school system and Rutgers New Brunswick campus.

The following logistics and procedures will facilitate request/placements of Rutgers students in the New Brunswick Schools:

(Logistics and procedures were developed by Lisa Kruger, Director of Student Teaching at GSE)

1. **Registration Form** — All units should review the drop-down menu to make sure your unit/department is included in this list which identifies Rutgers units that have been working with the school district. If your unit is not on this list you must register online. Inclusion of your program/class or unit in this menu does not automatically mean that you have been approved. This initial registration form will be filled out once for each program/class/unit to earn initial approval to participate in NBSD-Placements. Each proposed field placement will provide the items included in the drop-down menus. This will standardize
info allowing us to easily retrieve data for reports.

2. **Placement Request Form** – This form is the official request for placement of Rutgers students in an assignment at the New Brunswick Schools. The form should be filled out early on each semester by unit/department rep for the following semester. For example, requests for the Fall semester should be made in April, request for the Spring semester should be filled in October. Schedule must be aligned with the RU academic calendar and the New Brunswick School district calendar.

3. **Placement Confirmation Form**—This form is the official approval allowing for students to begin their work at the assigned school/classroom/program. This Confirmation form will be filled out by unit/department rep for each student confirmed for a field placement and alternately, if the placement is associated with a specific course, unit reps can download a class roster via REGIS and enter info for each student such as we do when grades are submitted.

To better coordinate placement efforts please refer to Rutgers School calendar and match working dates with the calendar of the school district. This will help prevent starting RU programs so late in the semester and also address the calendar needs of the NB schools.

**FINGERPRINTING AND BACKGROUND CRIMINAL CHECK REQUIRED**

All students in field placements and participating in observations in the New Brunswick Schools are required by the Board of Education to have a "Criminal Check Report" and must be fingerprinted.

Rutgers is working with MorphoTrak Agency to bring a "Mobile" to Rutgers so our students are fingerprinted on campus. We plan to bring the Mobile three Fridays in September-October. Details will be posted soon!
For more information, visit our wiki website http://RUNBpublicpartners.pbworks.com