



**Sayreville Public Schools**  
**Vision 2030**  
**Office of Human Resources**

P.O. Box 997  
Sayreville, New Jersey 08871  
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**Dr. Edward Aguiles, Director of Human Resources & Professional Development**

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## **Student Teaching/Observation(s) Requirements**

The Sayreville School District is always willing to assist students of education with both field observation and student teaching requirements. Applicants interested in acquiring their experience in the Sayreville School District should be prepared to provide the items indicated below. We cannot begin searching for a Placement until we receive these items from the Student.

1. Request for Placement/Letter of Introduction must be sent to us from the College/Univeristy advising the observation/student teaching requirements and hours. The Request/Letter needs to be on College/University Letterhead and must include the student's name.
2. Criminal History Applicant Authorization Form must be completed and Notarized. This form is available on the District's website. *It is your responsibility to get this form Notarized.*
3. Negative Results of the student's Mantoux Test (taken within the last six (6) months or when the student began attending College/University).
4. The student needs to bring his/her University/College Student ID when he/she comes to submit the paperwork at the Office of Human Resources in Selover School.
5. Requests **must** be sent via e-mail to Mrs. Lori Ryan in the Office of Human Resources at [Lori.Ryan@sayrevillek12.net](mailto:Lori.Ryan@sayrevillek12.net)
6. Once you have completed the items indicated above, please e-mail Mrs. Ryan to schedule an appointment to submit these items.

**The District will not begin searching for your Placement until you have submitted all of the required documentation.** You will be notified by e-mail if and when a Placement is found. Best Wishes for success in continuing your education!