



State of New Jersey

DEPARTMENT OF EDUCATION

MARIE H. KATZENBACH

NEW JERSEY SCHOOL FOR THE DEAF

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DR. ANGEL M. RAMOS

Superintendent

Volunteer/Internship Procedures for TCNJ Students

The Marie Katzenbach New Jersey School for the Deaf (MK/NJSD) welcomes students from The College of New Jersey (TCNJ) to our campus. In some situations a New Jersey fingerprint clearance letter is required of TCNJ students depending on the nature of the visit. Here is the guideline we follow:

- A. A student who wants to (1) observe classes, (2) do an internship, or (3) practicum or (4) student teaching does not need a fingerprint clearance letter.
- B. A student who wants to volunteer on a regular basis (once a week or more) must have a fingerprint clearance letter issued by the State of New Jersey. Security clearance **MUST** be obtained **PRIOR** to working with MKSD/NJSD students. This is a state law and there are no exceptions to this rule.

Upper class students at TCNJ usually already have a security clearance letter that meets the MK/NJSD requirements. If you do not have a clearance letter you can contact your professor at TCNJ for information on how to obtain one OR you can contact our volunteer coordinator, Margaret Provost, who can provide you with the proper forms to complete. Mrs. Provost can be reached at:

Margaret Provost
Admission Director and Volunteer Coordinator
Clock Tower/Administration Building
Phone: 609.530.3156
Email: margaret_provost@mkspd.state.nj.us

Please bring your college ID as proof that you are a TCNJ student when you meet with Mrs. Provost. Thank you.

NOTE:

There is a nominal application fee to process the fingerprint clearance letter application. MK/NJSD will reimburse the application fee for those students who do not have a clearance letter and want to volunteer at MK/NJSD on a regular basis after a successful placement has been made. Please apply for your clearance letter early as it usually takes 3-5 weeks to obtain the results.

Campus Address: 320 SULLIVAN WAY WEST TRENTON, NJ

Mailing Address: PO BOX 535 TRENTON, NJ 08625-0535

VOICE: 609.530.3100 VIDEOPHONE: 609.498.7942

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