Dear Cooperating Teacher:

Please complete Section A below which verifies that your student teacher was in regular attendance for the semester that she/he was assigned to your classroom and that all aspects of the student teaching experience were successfully completed.

Please complete Section B if attendance was problematic at any time throughout the semester.

The form should be completed at the end of the semester and returned with the completed final evaluation of your student teacher. Thank you for your cooperation.

Section A:

____________________________________________________________________________

( ) (student teacher) was present at

____________________________________________________________________________

(school) for the full time she/he was scheduled. If absences did occur, they were accounted for and were reasonable and acceptable.

____________________________________________________________________________

Cooperating Teacher Signature                        Date

Section B:

____________________________________________________________________________

( ) (student teacher) was absent too often

with or without excuse from _________________________(school).

The number of days missed was unreasonable and unacceptable. The University Supervisor and I discussed the problem with the student teacher. Efforts were made to correct the problem but attendance remained problematic.

____________________________________________________________________________

Cooperating Teacher Signature                        Date