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

________________________________________________________      _______________
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