

Date

Student
Address 1
Address 2

Dear,

Your teacher candidacy assignment is:

1st Placement		2nd Placement	
School	Sch	ool	
Address 1	Address	1	
Address 2	Address	2	
Phone #	Ph	one #	
Principal	Prin	cipal	
Cooperating Teacher	Cooperating	Teacher	
Dates	Dates		

Mark Monday, August 25 on your calendar. Call it a “Readiness Day.” From 3:30 - 6:00 pm in L052 is a mandatory meeting during the regularly scheduled seminar time covering policies, procedures and liability issues.

Please bring your Education Handbook, updated resume, and health form (if you haven’t turned it in) to the meeting on August 25. Remember, that you cannot step into the classroom without a general health check-up and a TB test. The School of Education must have evidence of that.

Before you come to the meeting, double check with the registrar’s office and the teacher education office to make sure you have everything completed as you thought before you begin student teaching.

Special reminder: Don’t forget to contact your cooperating teacher(s) a week or two before you are scheduled to arrive at the school. Introduce yourself, ask about any prep work you can do, ask them if you should attend year beginning in-service meetings, ask about any other things that you can think of that shows your general enthusiasm for the coming experience. May the Lord bless your work!

Sincerely,

Director Teacher Education