

Faculty Supervisor _____

Student _____

School _____

Start Date _____ End Date _____ Phase: _____ (1 or 2)

VISIT DATES	VISIT	STUDENT VERIFICATION SIGNATURE
1.	Orientation Meeting/Training	
2.	Session 1: Observation & Coaching • Written feedback notes required	
3.	Session 2: Observation, Coaching & Formal Evaluation • Mid-term Evaluation & Grade Form (TK20)	
4.	Session 3: Observation, Coaching & Formal Evaluation • Final Evaluation & Grade Form (TK20)	
5.	Pre-approval required	
6.	Pre-approval required	

At the completion of the student teaching experience please verify the following have been completed/submitted to TK20.

- | | |
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| <input type="checkbox"/> Orientation Checklist/CT training checklist acknowledgement in TK20
<input type="checkbox"/> Session 1: Observation, Coaching, & Feedback Notes completed in TK20
<input type="checkbox"/> Session 2 & 3: Formal Evaluations completed in TK20
<input type="checkbox"/> FS Requirements (this form) – uploaded in TK20 with all signatures
<input type="checkbox"/> Weekly communication & feedback on student teacher’s reflections and lesson plans in TK20 | <input type="checkbox"/> Weekly communication with cooperating teacher including collaboration on candidate’s final performance & grade (2 sample email communications or phone call summary emails uploaded to TK20)
<input type="checkbox"/> Collaboration with student teacher on Individual Development Plan
<input type="checkbox"/> Introduced/met with principal (provide date)
Note: Best practice: non-contractual obligation |
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Please submit the signed requirements and all documents listed above to TK20.