



15636 HWY B PO BOX 867 HAYWARD, WI 54843 1-800-204-4572

June 29, 2004

Dear <<student name>>:

This letter is to inform you that your student teaching assignment is now in place. Please contact the school to establish the starting of the semester. You may want to attend any staff workshops or in-services scheduled before the first day for students. You may also want to contact your cooperating teacher to get a copy of their daily schedule, curriculum, and textbooks for the classes you'll be teaching.

School District: <<District Name>>

1st Quarter <<School Name Q1>> Cooperating teacher: <<Coop Tchr Q1>>  
2nd Quarter <<School Name Q2>> Cooperating teacher: <<Coop Tchr Q2>>

You will be notified of the 10SPED supervising teacher who will be assigned to you. Contact will be made with you and your cooperating teacher to define the expectations and responsibilities of all parties.

The following must be completed and submitted to our office *no later than datexx*.

- Outstanding course and student teaching fee. Your statement is enclosed.
- Professional Portfolio. Please submit this document with sections paper clipped.
- **Do not** use a binder or sheet protectors.
- Official transcripts.

If you need the Portfolio evidence document, you can find it on our website under current participants. If you have not taken your Praxis tests you should be registering to take them as soon as possible.

If your fees are not paid or portfolio not submitted on time, your placement will be cancelled.

If you have any questions or concerns, please feel free to contact Carol Williamson or me.

Wishing you all the best in you new adventure.

Sincerely,

Jolie Steinke  
Field Placement Officer