

*****Instructions for the FINAL Report*****

- This document is to be completed by the cooperating teacher and PMTE supervisor.
- This report is to be used as a FINAL evaluation of the student teacher.
- The final report will automatically be placed in the student teacher's Penn State credential file. This document will be used by potential employers to determine the student teacher's qualifications for a teaching position.
- The cooperating teacher and PMTE supervisor must attach a written statement (a reference letter) predicting the successfulness with regards to the student teacher's performance. It should be TYPED on school district letterhead. This will automatically be included in the credential file.
- The student teacher must complete the cover sheet before the cooperating teacher completes the evaluation. IT MUST BE TYPED. Please make sure the appropriate signatures are obtained.
- The cooperating teacher may provide the student teacher with a copy of the evaluation. If a student teacher has waived their access to the evaluation, the document will not be available to student teacher.

This document should be MAILED to the Partnership Office one week following the final conference between the student teacher, cooperating teacher and/or PMTE supervisor. IT SHOULD NOT BE FOLDED