

Cooperating Teacher Workshop

Writing a Letter of Reference for a Student Teacher

1. Identify yourself in the letter (I was their cooperating teacher in 9th Grade Physical Science during the fall of 2012).
2. Include title in your signature (Physical Science Teacher, Millard West High School).
3. Be honest about their strengths.
4. _____, _____ communicate this.
5. _____ does this mean to you? It
6. Sometimes student teachers are managing their own files. This puts you in an uncomfortable spot. You have a choice of mailing the school district directly (you will be sent a confidential electronic reference) or giving it to the student-teacher.
7. See the differences between letters of reference and Millard Reference checks. You should receive a confidential electronic reference from MPS as well as being asked to submit a written letter. (usually non

teachers. In fact, it would be great if every student teacher could have an administrative observation. As the cooperating teacher, you can help facilitate this.
9. Email Jeanine Beaudin or Kevin Chick when you have an awesome student teacher that you think would really be a benefit to the Millard Public Schools.
10. Student Teacher Evaluation Form Outstanding is compared to where tr teacher is compared to other lotudent teachers, not a veteran staff m. For more infor your cooperating tcher handbook.

11. If you would like Kevin Chick to review and critique your letter of reference before you finalize it, please e-mail it to: kchick@mpsomaha.org