Paperwork Due by Reading Day

On Reading Day, the following paperwork is due for each student teacher you supervised this semester (please submit all hard-copy papers to my mailbox in MUSIC 109 between the hours of 8am-5pm, M-F):

- **Original Phase-In Schedule** with any edits for dates that might be needed. Please make sure Phase III has a minimum of 20 consecutive teaching days.
- **Midterm/Final Evaluation** (print out a hard copy) and the original signature page
- **Student Teacher Evaluation Narrative**: this is not a form, rather it is a short (no more than one-page typed) narrative which serves as your summation of the student teacher's performance. Please provide your genuine assessment of the student teacher's strengths, weaknesses, progress throughout the semester, and your estimation of their future success. Student teachers will not see this.
- **Student Teacher Time Card**: (only if you collected it from your student teacher; otherwise the student teacher will submit it directly to me).
- **Mileage Reimbursement**: Please email me an electronic copy of your excel spreadsheet for mileage for the second half of the semester and PDFs of your Google Maps routes (if they are different than your first round of mileage). Don't forget to type your name at the bottom of the spreadsheet to serve as your electronic signature