

Cooperating Teacher (CT) Checklist

It is the responsibility of the student get these assignments to the Cooperating Teacher	Due by...
Attendance Record: Clinical students are required to complete 65 days in the cooperating school.	Check periodically & sign on last day Recommended: Sign at least once a week
Copy of Information Exchange Form turned in to Cooperating Teacher by the end of the first week	Student gets information on first day with CT
School Responsibilities Log	Sign after completion
Caregiver Communication	Sign after completion
Conference Log	Sign after completion
<p>Four Non-assigned Classroom Observations</p> <p>The unassigned observations should be in a different grade or content area, if possible, and arranged by the Cooperating Teacher for the student</p>	Sign after each occurrence
Cooperating Teacher Pay Form – complete first week and pay will be sent after completion of Clinical Student’s days	Upload into Taskstream first week of Clinical Student’s start date
Cooperating Teacher SCTS 4.0 Evaluation	Upload Score into Taskstream after each observation
Cooperating Teacher AU Lesson/Activity Plan III Observation	
Cooperating Teacher Professional Dispositions	Upload Score near the end of the 65 day period for the student