Dear Collaborating Teacher:

Thank you for the support you are providing our student teacher.

As we approach the mid-point of the internship, it is time to complete the midterm evaluation, which is attached to this email. This evaluation is intended as a goal-setting document and will focus on areas of emerging strengths and prioritized needs for improvement.

Page 13-14 of the student teaching handbook reflects the steps to be taken in completing this midterm evaluation. I have summarized them below:

1. You will independently complete the midterm evaluation (scoring and narrative). Please review the rating descriptions carefully and use these to inform your scoring. It is critical that we identify any criteria the student teacher is not demonstrating at this time so that we can develop a plan for supporting growth in these areas.
2. We will meet to confer on the scores and to create a single, finalized evaluation.
3. We will review the finalized midterm evaluation with the student teacher and will discuss goals for the remaining half of the term.

Please let me know when you have completed the midterm and are able to meet and confer. We need to submit the finalized midterm evaluation by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Best Regards,

**\*\*Add your name & contact information here**