Dear Collaborating Teacher:

Thank you for mentoring our student teacher. We hope the experience has been positive and beneficial to you and your students.

We are rapidly approaching the end of the internship and the due date for the final evaluation. The final evaluation is intended as the final professional assessment of the candidate’s readiness as a beginning teacher.

Page 14-15 of the [Student Teaching Internship Handbook](https://wce.wwu.edu/files/2021-08/Internship%20Handbook%20REV%20July%202021.pdf) reflects the steps to be taken in completing this final evaluation.

 These steps are identical to those we took to complete the midterm evaluation, however, there are differences between the two evaluations. The final evaluation:

* Includes a slightly different rating scale. There is now a rating of “exemplary” and there is no longer a rating of “not observed”. Please carefully read the description of each rating and use this to inform your scoring.
* Necessitates a narrative that highlights the intern’s experiences and strengths. Goals can also be included.

Please let me know when you are available for this conference. It would be beneficial to complete the final by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Best Regards,

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