The files you save and send to OFE for student Midterms, Finals, PGPs and Self-Assessments should be named using the following conventions:

STUDENTLASTNAME.Studentfirstname.LocationAbbreviation.ProgramAbbreviation.DocumentName

|  |  |  |
| --- | --- | --- |
| **Location Abbreviations**refers to WWU campus, not intern’s school location | **Program abbreviations** | **Document Names** |
| BH = BellinghamEV = EverettBR = Bremerton | ELED = ElementaryECE = Early ChildhoodSPED = Special EducationSPEL = Elementary internship  for a dual cert SPED internEIE = Everett Dual EndorsedSEC = Secondary PB.ELED = Post Bac Elementary | MidtermFinalPGPSelfAssessmentUICMeetingLog |

Examples:

LARSEN.Cheryl.BH.SEC.Midterm

LARSEN.Cheryl.BH.SEC.SelfAssessment

LARSEN.Cheryl.BH.SEC.PGP

LARSEN.Cheryl.BH.SEC.FINAL

LARSEN.Cheryl.BH.SEC.UICMeetingLog