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 = Bellingham  EV = Everett  BR = Bremerton | ELED = Elementary  ECE = Early Childhood  SPED = Special Education  SPEL = Elementary internship  for a dual cert SPED intern  EIE = Everett Dual Endorsed  SEC = Secondary  PB.ELED = Post Bac Elementary | Midterm  Final  PGP  SelfAssessment  UICMeetingLog |

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