

All required documents that are submitted to OFE must be named using the following conventions. Improperly named documents will be returned for correction.

STUDENTLASTNAME.Studentfirstname.LocationAbbreviation.ProgramAbbreviation.DocumentName

Location Abbreviations	Program abbreviations	Document Names
<p>Refers to WWU campus, not intern's school location</p> <p>BH = Bellingham EV = Everett BR = Bremerton BU= Burien RN = Renton</p>	<p><u>Elementary Education Department</u> ELED.Q1, Q2 or Q3 = Elementary ECE = Early Childhood</p> <p><u>Educational Leadership and Inclusive Teaching</u> (Formerly Special Education Department) ELIT.PT=ELIT Dual endorsed Part time ELIT.FT=ELIT Dual endorsed Full time SPED.PT=SPED Only or SPED + Content Part time SPED.FT= SPED Only or SPED + Content Full time SPCE.PT= Dual endorsed SPED ECE Part time SPCE.FT= Dual endorsed SPED ECE Full time <i>For use through Spring 2023 only</i> <i>SPED = Special Education internship for old dual cert program</i> <i>SPEL = Elementary internship for old dual cert program</i></p> <p><u>Outreach/Off Campus TEOP/Alt Route</u> EIE = Everett & Bremerton Dual Endorsed PB.ELED = Post Bac Elementary WIETS.SPED = WIETS Special Ed internship WIETS.SPEL = WIETS Elementary internship BTF = Bilingual Teaching Fellows</p> <p><u>Secondary Department</u> SEC = Secondary MTF = Masters Teaching Fellows</p>	<p>Midterm Final PGP SelfAssessment UICMeetingLog</p>

Examples:

- LARSEN.Cheryl.BH.ELIT.FT.Midterm
- LARSEN.Cheryl.BH.ELIT.FT.SelfAssessment
- LARSEN.Cheryl.BH.ELIT.FT.PGP
- LARSEN.Cheryl.BH.ELIT.FT.FINAL
- LARSEN.Cheryl.BH.ELIT.FT.UICMeetingLog