

RECORD OF MEETINGS FOR PRESERVICE TEACHER REQUIRING ADDITIONAL SUPPORT

This document is used to record discussions and outcomes for all formal meetings associated with supporting a preservice teacher experiencing difficulty.

MEETING No: _____ DATE: _____ PRESERVICE TEACHER'S NAME & SIGNATURE: _____

SITE NAME: _____ ASSOCIATE/ CLASS TEACHER'S NAME & SIGNATURE: _____

OTHER'S PRESENT (Names, Position & Signature): _____

Areas of Concern	Changes/goals to address concerns	Strategies	By When

Notification made to Principal/Director and on-site PE co-ordinator

When the timeframe for achievement has been reached, a further assessment indicates that:

Preservice teacher has addressed these issues and is now making satisfactory progress; OR

Preservice Teacher has not addressed the areas of concern and will be notified that she/he is At Risk of failing this Professional Experience placement; AND

University staff will be notified of the outcome of this meeting

Outcome recorded by: Preservice Teacher_____ (sign & date)

Outcome recorded by: Associate/Class Teacher_____ (sign & date)

Outcome recorded by: University Liaison_____ (sign & date)

FAX to CSU Professional Experience Office immediately