



## **Instructions for Mentor Teachers Completing the Letter of Reference**

The purpose of the Letter of Reference is twofold, one is to provide a summative statement regarding the student teacher's preparation for beginning a career in teaching and two is to serve as a reference to support the student teacher's search for employment within the education profession. It is important that you speak about strengths as well as areas of performance that may require further development in order to support successful entry into the teaching profession.

Please print this letter on your school letterhead and upload a scanned copy to TK20. Your student teacher will use the paper copy in their resume packet when applying for positions. If you have no scanning capability, please be sure to convert the document to a universally readable format, such as PDF. If you have questions or would like assistance, the student teacher supervisor will gladly lend their support.