Writing a Letter of Reference for a Student Teacher

1. Identify yourself in the letter (I was their cooperating teacher in 9th Grade Physical Science during the fall of 2012).

2. Include title in your signature (Physical Science Teacher, Millard West High School).

3. Be honest about their strengths.

4. Communicate in a manner that says "Yes, hire this person" or don't communicate this.

5. Using the phrase "Continues to develop…" What does this mean to you? It means they have still not mastered this skill….could be seen as a deficiency.

6. Confidential letters have more 'power' than a shared letter of reference. Sometimes student teachers are managing their own files. This puts you in an uncomfortable spot. You have a choice of mailing the school district directly (you will be sent a confidential electronic reference) or giving it to the student-teacher.

7. See the differences between letters of reference and Millard Reference checks. You should receive a confidential electronic reference from MPS as well as being asked to submit a written letter. (usually non-confidential)
   a. Be sure to include your relationship to the candidate (cooperating teacher) as part of your signature.

8. Principal/Administrative observation is a real plus for the outstanding student-teachers. In fact, it would be great if every student teacher could have an administrative observation. As the cooperating teacher, you can help facilitate this.

9. Email Jeanine Beaudin or Kevin Chick when you have an awesome student teacher that you think would really be a benefit to the Millard Public Schools.

10. Student Teacher Evaluation Form – Outstanding is compared to where the student teacher is compared to other student teachers, not a veteran staff member. For more information consult your cooperating teacher handbook.

11. If you would like Kevin Chick to review and critique your letter of reference before you finalize it, please e-mail it to: kchick@mpsomaha.org