

## Student Teaching Cooperating Teacher Checklist

- W-9 tax form\* (if you are not already in the JSC system) *and*
- Request for Payment Form\*
- Student Teaching Handbook
- Description of Roles
- Cooperating Teacher Placement Agreement
  - ✓ Completed at the *start* of the semester
- Cooperating Teacher Verification & Feedback Form
  - ✓ Completed at the *end* of the semester
- Classroom Observation Form
  - ✓ Formative assessment form for observing ST
    - ➔ Use 3-4 times during semester
- Open Observation Form
  - ✓ Use for detailed observation notes and recommendations
    - ➔ 3-4 times during semester
- Student Teacher Evaluation Rubric
  - ✓ Summative assessment
    - ➔ Use once at mid-term and once at end
- Professional Skills and Dispositions Assessment
  - ✓ Complete at least once during the semester

\***Tax** form and **Cooperating Teacher Placement Agreement** form should be mailed at the start of the placement to:

Vicky Sanborn, Staff Assistant  
Education & Behavioral Science  
Johnson State College  
337 College Hill  
Johnson, VT 05656  
(802) 635-1320  
Fax: (802) 635-1465  
[Vicky.sanborn@jsc.edu](mailto:Vicky.sanborn@jsc.edu)

All other forms and assessments should be given to the Supervising Teacher.