

## Supervisor Assignment and Requirement Checklist

Please feel free to reproduce this checklist to use in keeping track of your student's forms and assignments. This is an optional checklist, if you prefer to use another way to keep your records that is also an option.

<b>Student Name</b>	Cooperating /Mentor Teacher Data Sheet	Cooperating /Mentor Teacher Observation Form	Student Teacher /Intern Lesson Observation Form	Lesson Plan	Daily/Weekly Planning Chart	Instructional Materials File	Observation/Visitation Report	Student Teacher/Intern Self-Assessment/Reflection	Evaluation of Student Teacher Performance	Teacher Preparation Program Survey ( <i>emailed</i> )	Copy of student's online Grade Sheet	Supervisor's Mileage Log ( <i>signed</i> )	Supervisor's Travel Voucher ( <i>signed</i> )