



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 provide this letter on your school letterhead, because your student teacher will use this in their resume packet when applying for positions. If you have questions or would like assistance, the student teacher supervisor will gladly lend their support.