

SAMPLE LETTER

SCHOOL LETTERHEAD

DATE

Dear Selection Officer,

Describe the setting in which the student teaching took place. The location of the school, the size, diversity, etc. Much of this data can be obtained from your State's Department of Education website. In Illinois, you can use the Illinois Interactive Report Card at: <https://iirc.niu.edu/Default.aspx>

Describe in detail the activities performed and experienced by the student teacher. Number of classes, grade level, size, subject area(s), types of students, etc. Include any special units which the student teacher may have introduced, student teacher became involved, i.e. parent-teacher conferences, coaching, etc.

Answer the question, "How did it go?" This paragraph is really the letter of recommendation part of the narrative, describing the mentor's opinion of the potential of the student teacher to be successful in the teaching profession.

Best regards,

(Mentor Teacher Signature)

Mentor Teacher Name