

Information on how to appropriately contact your cooperating teacher:

Cooperating teachers are extremely busy people, so it would be wise to call the school first. Introduce yourself to the secretary clearly and slowly. Ask the secretary what might be the best way to connect with your assigned cooperating teacher. Often, the secretary will provide you with the cooperating teacher's free period or with the cooperating teachers voice mail or email address. Please be proactive and follow up on the voice message, email, etc. if you haven't heard anything in a week. You may also want to send a letter in the mail simultaneously or make a visit to the school if you are close enough (dress professionally). Please make sure all correspondence (even email) is professional.