

- ✓ **Age Appropriate Setting - Grades that you will be credentialed to teach**
 - ✓ **1 letter must be sealed and confidential**
- ✓ **It is best if the experience is within the last 3 years**

**✓ Public School/Institution or Agency
Official Stationery**

Date

To Whom It May Concern:

- ✓ **Name of Applicant, description of commitment and setting, indicate dates the candidate participated**
Kris Dalton assisted at Sunshine Elementary, in Salem, Oregon in my fourth-grade classroom. She spent 3 hours per week, for a total of 10 weeks, during the fall of 2004. There are 28 students in my classroom. Nearly three-quarters of the children are learning English as their second language, and our school serves families who are below-average economically. They are a challenging, but very responsive group of learners.
- ✓ **Responsibilities/tasks/performance** Mrs. Dalton was always on time, prepared and dependable. Whenever she was given a task, she listened carefully to my directions and was diligent in carrying out my instructions. Her responsibilities included working with children in their small, 5 member reading groups, grading papers, supervising playground activities, and teaching 3 special interest science lessons to the entire class.
- ✓ **More specific information** Kris' teaching is becoming more and more proficient. Her 3 lessons required extensive planning and preparation as well as cleanup. Students were actively engaged while she was teaching, and answered an informal post-session questionnaire with nearly 90% success. The students had never heard of Manatee prior to Mrs. Dalton's lessons, and now list them as one of their very favorite animals!
- ✓ **Prediction of success based upon personal observation** I have supervised all of Mrs. Dalton's work, and verify that she has demonstrated the enthusiasm, commitment, intellect, organizational skills and energy needed to be an effective teacher. I highly recommend her to the Teacher Education Program.
- ✓ **Additional contact information** Please don't hesitate to contact me if I can provide any additional information. My email address is teacher@Sunshineelementary and phone number is (503) 777-7777.

Sincerely,

✓ **Original Signature** *Mrs. Jean Washburn*