Teacher Candidate Placement

**LETTER OF CONCERN**

**Receipt of this letter indicates immediate action is required by the TC to avoid a terminated/failed placement**

**Teacher Candidate:**

**⭘ PP1 ⭘ PP2**

**School:**

**Associate Teacher:**

**School Board:**

**Faculty Advisor: Date:**

|  |
| --- |
| **Concerns:** |
|  |
| **Expectations for Improvement:** |
|  |
| **Specific Timeline for Demonstrating Improvement:** |

*Please understand the serious nature of this letter.* ***Receiving a Letter of Concern suggests the potential for a failed placement.*** *Your signature indicates that you have reviewed and understand the concerns outlined in this Letter of Concern and their implications. For additional support, please contact your Professional Experiences Coordinator: Thunder Bay campus, Laurie Leslie,* 807-343-8000, Ext. 8712*; Orillia campus, Denise Calvert,* 705-330-4008 Ext. 2624.

**Signature of Teacher Candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Faculty Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Associate Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please Note:**

At any time in a placement, the FA in collaboration with the AT may generate a Letter of Concern (LoC). The concerns outlined in such a letter shall be addressed in a formal interview either by phone conference or in a confidential setting and involve the AT, the TC, and the FA. The AT or the FA may choose to include a school administrator in this conference.

The LoC will identify “areas for growth” over a specified time frame. The FA will ensure that a copy of the LoC is sent to the TC, the AT, and the PEC, and will check with the TC and AT after the specified time frame. The FA will also place a copy of the letter in the TC’s file.

Should growth toward the desired outcomes outlined in the LoC not be realized within the specified time frame, the FA, in conjunction with the PEC, will call a meeting with the TC and AT to determine the next course of action. Failure to address the areas of need outlined in the LoC may result in termination and/or failure of the placement.

Personal information on this form is collected under the authority of section 14 of the *Lakehead University Act* and will be used to support development of teaching practice of the student named herein. The information will be kept secure and confidential at all times, and will be disclosed only to Lakehead University personnel and agents, such as the associate teacher assigned to the student’s placement, who need the information to support the said development. Any questions on this collection should be directed to: Chair, Undergraduate Studies, Faculty of Education, Lakehead University, 955 Oliver Road, Thunder Bay, Ontario P7B 5E1. Telephone: *807-343-8000 Ext 8520*.