

## MEMORANDUM

TO: Student Teacher Supervisors

FROM: Elizabeth H. Storm-Reif, M.S. Ed., Buffalo State Teacher Certification Officer  
Teacher Certification Office, Caudell Hall, Room 101

DATE: February 8, 2008

RE: Procedural Changes

In an effort to become more effective and efficiently responsive, the Teacher Certification Office has streamlined its procedures for processing cooperating teacher stipends and/or tuition waivers. The Office has also assumed responsibilities in support of teacher education accreditation reporting.

The Dean's Office, School of Education, has approved the following procedures effective with the spring 2008 student teaching rotation:

1. Delivery of Material to Cooperating Teachers. Personally deliver the enclosed packets to the assigned cooperating teacher as soon as possible. The packets consist of a pre-addressed, postage-paid BSC envelope containing the newly revised stipend/waiver election form, a questionnaire required for accreditation reporting, and an informational sheet. Each envelope is labeled in the return address space with the cooperating teacher's name and school.
2. Return of Stipend/Waiver, Survey and Information Forms. The cooperating teacher must complete the stipend/waiver election form, the questionnaire, and the contact information form and return both forms to the Teacher Certification Office within 30 days. No election form will be honored if the questionnaire is not returned.
3. Change of Rotation for Cooperating Teachers: If the cooperating teacher is changed during the student teaching rotation, the student teaching supervisor must complete the enclosed Notification of Cooperating Teacher Change Form. This form must be forwarded to the BSC department student teaching program coordinator for approval. The coordinator/department will forward the form to the Teacher Certification Office to avoid delays in processing.

We appreciate your assistance in with the new procedures, developed to ensure smooth processing of paperwork for the Buffalo State cooperating teachers. If you have any questions, please do not hesitate to contact the Teacher Certification Office at 716.878.6121 at your earliest convenience.

Enclosure  
EHSR/cla