**Supervisors must collect and submit all paperwork electronically following the instructions below.**

Collect ALL paperwork electronically. Signatures may be typed into documents or signed and scanned – either option is acceptable.

Save each of the documents individually; we cannot process combined files.

**All documents should be saved as PDFs or Microsoft Word documents.**

Label the documents using this format:

* lastname.firstname.12hour
* lastname.firstname.pdefe
* lastname.firstname.pgp

Send documents the following email address: [**coe.paperwork@wsu.edu**](mailto:coe.paperwork@wsu.edu). The Office of Field Services & Certification will receive them automatically.

**Title the email subject line according to the student name as follows: lastname.firstname**

Attach each document to an email message specific to the teacher candidate.

**Please DO NOT:**

* **Send documents for multiple students in the same email**
* **Send documents as a zip folder attachment**
* **Send documents as a Google Drive link or shared file link**

This ensures that our automated process works correctly and all attachments are filed correctly.

You are not required to submit this checklist for each student; please use this document as a guide.

|  |  |  |
| --- | --- | --- |
| **Student Name:** | Click or tap here to enter text. | |
| **Supervisor Name:** | | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| *Required Paperwork* | *Emailed* | *Date* |
| 12-Hour Documentation of Observation/Conference Time |  |  |
| Internship PDEFE with Diversity Documentation |  |  |
| Draft Professional Growth Plan |  |  |