

20 Hours Documentation Form



Please use this form in documenting the required 20 hours of pre-student teaching. PI34 requires these to be onsite and supervised in a variety of settings.

This form should serve as a cover sheet in your portfolio followed by your short reflection on what it felt like, things you learned, and things you might have done differently. Include your verifying teacher's comments and any other documentation.

FAQ's:

What do I do with this form? You will need to make a copy and send it to the Administrator at the 10SPED office who will sign off below, copy for you file, and then return it to you for inclusion in your portfolio.

What is considered teaching? Your role can be as a substitute, tutor, team teacher, or classroom helper with small or large groups.

What is an hour? An hour is 60 minutes of documented time. Sixty minutes is not a 45-minute classroom period.

Student Name: _____

Date began _____ Date ended: _____

Teacher who verifies this experience: _____

Description of classroom experience:

I verify that the above named student completed the 20 hour pre-student teaching experience:

Licensed Teacher or Administrator _____

Signature _____ Student Signature _____

Hours documented on this form _____

10SPED Administrator Verification: _____ Date: _____

Mail to: 10SPED Administrator, P.O. Box 867, Hayward, WI 54843
Don't forget to complete this process for your portfolio by attaching your reflection and any other documentation.