



**Feinstein School of Education and Human Development**  
**Special Education: Undergraduate Admission and Retention Committee**  
**Candidate Documentation Form**

The Department of Special Education Candidate Documentation Form will be used to document candidate dispositions and or behavior consistent with the Special Education Teaching Profession as follows:

- A professor completes the form when an issue arises in the identified on the Candidate Documentation Form. A candidate should be informed that the form will be completed and the form shared with the the candidate for their signature. The signature does not indicate the candidate agrees with the issue, only that they have been informed of the issue.
- The Candidate Documentation Form will be kept in the office of the department chair and will not be included in the candidate's permanent record unless two forms are submitted.
- Candidates may submit an explanation to accompany the form, submitted directly to the department chair.
- When a form is submitted, the candidate will be requested to meet with the department chair to discuss the issue and identify actions necessary to assist the candidate avoid issues in future special education courses.
- Receipt of a second form will necessitate a further review of the candidate's retention in the Special Education Department.



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\*\* Forms are due to the Department by the last day of finals\*\*

Candidate's Name \_\_\_\_\_ ID# \_\_\_\_\_

SPED Course # \_\_\_\_\_ Section # \_\_\_\_\_ Sem Fall Sp Sum Year 2008

Assess the candidate in the following areas; circle the appropriate box: S for satisfactory or U for unsatisfactory. Use the space just below the area to include comments. Please use the back if additional space is needed.

S      U      Plans/Implements meaningful and significant learning

S      U      Uses effective management

S      U      Uses feedback constructively

S      U      Is timely

S      U      Attends class regularly

S      U      Collaborates effectively

S      U      Demonstrates knowledge of content

S      U      Other concerns

In the overall evaluation, (which takes into account any of the attributes/behaviors on this form, the candidate's grade, and/or the candidate's dispositions) this candidate is:

\_\_\_\_\_ Recommended to Continue with Concerns      \_\_\_\_\_ Not Recommended to Continue in Program      Grade \_\_\_\_\_

\_\_\_\_\_  
Faculty signature

\_\_\_\_\_  
Date

\_\_\_\_\_ I agree with the area(s) identified above      \_\_\_\_\_ **I do not** agree with the area(s) identified above  
(Candidate may submit a response)

I \_\_\_\_\_ have read this on \_\_\_\_\_  
Candidate's signature      Date