Placement File Information for Master in Teaching and Teacher Education Program Alumni

As of Monday, August 3, 2015, our long-standing placement files system will retire. All placement files will be archived but accessible if needed.  New placement files will not be opened after August 3, 2015.

**Why?**

There are two reasons. First, the majority of school districts have online application systems, complete with a letter request system if they require confidential letters of recommendation. Otherwise, those systems expect the applicant to upload all information themselves. Second, very few students use placement files, and fewer still update their files with current information.  Therefore, we are following suit with other Washington universities and colleges and moving to self-managed job search documents.

**What do I do now?**

Should a district require confidential letters of recommendation and not have a letter request system in place, you might consider opening a new account with an independent dossier file service provider  at a more cost-effective yearly cost than our old system.  We recommend  Interfolio   [***http://www.interfolio.com/services/dossier***](http://www.interfolio.com/services/dossier)That account and its maintenance will be under your sole control and responsibility.

**What does this mean for cooperating teachers, student teaching supervisors, and faculty members?**

All letters of recommendation requested by you from cooperating teachers, student teaching supervisors, and faculty members should be sent directly to you rather than to Placement File  Services.  Encourage your recommenders to save an electronic copythat  they can provide to school districts directly if needed.

**Can students still get help and advice on creating and maintaining their placement files?**

ABSOLUTELY. We strongly encourage current students and alumni to ask any questions about self-managed placement files***.*** Make an appointment with Loren Petty, Education Field Experience and Community Relations Office for individual advising should they need or want help.

***Loren***

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Master in Teaching Program

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