End-of-Semester Requirements

**Mileage Reimbursement**
A completed odometer log form or mileage reimbursement form and maps documentation must be submitted by the appropriate deadline in order to receive reimbursement. Once Education Services receives the documents, the mileage is verified and the individual notified of any corrections.

**Mileage Reimbursement Instructions and Policies**

The following are due at the end of the semester (see due dates below). Mileage reimbursements will not be processed until these are complete.

**Cooperating Teacher Evaluations**
CT evaluations are completed online via Qualtrics. Click on the link below to submit your reviews. All coordinators and field supervisors must evaluate the cooperating teachers with whom they worked during the semester.

- [Spring 2020 Cooperating Teacher Evaluation](#)

**Summative Assessments (Student Teacher Semester Only)**
These evaluations are completed online using the Online Evaluation System, which may be accessed using the link below. Summative Assessments must be completed for every student teacher by both the field supervisor and cooperating teacher, and then reviewed by both the student and coordinator before being routed to the Education Services Office for final approval.

- [Online Evaluation System](#)

**TEA Observation Record Log & Example (Student Teacher Semester Only)**
Field supervisors are to email the TEA Observation Record Log for student teachers at the end of the semester to the Field Experiences office at fieldexp@austin.utexas.edu.

- [TEA Observation Record Log.xlsx](#)
- [TEA Observation Record Log Example and Information](#)

**Due Dates**
All end-of-semester materials and mileage reimbursement documents are due by:

- **May 15, 2020** - Spring Semester mileage (travel for January through May)

*If you have school visits beyond the due date, you must contact the Education Services Office to receive an extension for submitting your mileage reimbursement.

*Travel is paid only after all requested documents are in (Mileage documents, CT evaluations, Summative Assessments, and TEA Observation Records.*