

Our records show that you have not yet signed your required cooperating teacher agreement – for hosting University of Illinois student observers and/or student teachers. Please take a moment to complete this task.

1. Login to the cooperating teacher portal here: <https://cte-s.education.illinois.edu/dotnet/account.aspx/login?portal=coop>. You will use the email address to which this email was sent – and the password you have previously created or created upon logging in (follow the directions on the login page.) For your convenience, specific directions after logging in are outlined below.
2. Click on the link at the bottom of the waiver section to view the cooperating teacher agreement.

Secure | <https://cte-s.education.illinois.edu/dotnet/portals/cooppportal.aspx/checklist>

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**I ILLINOIS**

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**COUNCIL *on* TEACHER EDUCATION**

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Name:

Email:

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**WAIVERS**

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*from CoTE does not guarantee your ability to apply the waiver to any courses on any campus. Insibility to check with the host department to see if your waiver can apply to courses in which, at Springfield are only redeemable for 4 credit hours of tuition and fees.*

*rd are not covered by the waiver. It may be possible for you to receive an exemption of this fee. formation or you may call the Student Insurance Office at (217) 333-0165. Laboratory or other fe*

*g Teacher Waiver cannot be used for approved cost-recovery or self-supporting programs. costrec-selfsupport for a list of these programs. In addition, non-statutory waivers cannot be use r the class schedule as self-supporting. It is your responsibility to identify if you are in a self-sup*

*our Clinical Experiences Placement Agreement. Click here to fill out your agreement.*



**3. Read the 782-word agreement and check the signature button.**

- Cooperating Personnel shall comply with applicable provisions of the Family Educational Ri Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of pursuant to this Agreement.

* Signature	<input type="checkbox"/>
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Created By	Created Date
Auto-generated	11/15/2017 2:05:01 AM

**4. Hit submit, and you're done!**

**5. You may call our office if you need assistance with this process: 217-333-2561.**