

## Checklist and Tips/FAQ for Completing and Submitting the Disposition Concerns Assessment

Checklist- Items to be completed when writing a student disposition concerns assessment:

- \_\_\_\_\_ Ensure you are using the updated disposition concerns, found on the TEC website faculty link:  
<https://education.illinoisstate.edu/teacher/faculty/>
- \_\_\_\_\_ Identify all pertinent information about the disposition concerns in the explanation of concerns (page 2) or include an additional attached narrative to the disposition concerns
- \_\_\_\_\_ Identify if the disposition concerns is resolvable/unresolvable and a date in which it must be resolved, if applicable
- \_\_\_\_\_ If resolvable, please be sure to complete the remediation plan (page 4)
- \_\_\_\_\_ Fill in all student information, acquire disposition concerns signatures (If a student signature is not possible, please include all communicated expectations that were sent to the student) and enter all pertinent dates
- \_\_\_\_\_ Include all materials (e-mails, notes, documents, pictures) that relate to the disposition concerns
- \_\_\_\_\_ Ensure all disposition concerns materials are forwarded to the Office of Clinical Experiences and Licensure Processes, Campus Box 5440 or e-mail [thinkel@ilstu.edu](mailto:thinkel@ilstu.edu)

### **TIPS**

- Read through the disposition concerns and use the disposition concerns assessment indicators when completing the documents
- Use the disposition concerns as an opportunity to work with the student by fully explaining the concern and how to improve/resolve the issue
- Document all communications with the student (phone, face-to-face or e-mail)
- Keep all disposition concerns information for your records
- In order to officially resolve the disposition concerns, the author must contact [thinkel@ilstu.edu](mailto:thinkel@ilstu.edu), informing him that the disposition concern has been resolved. If our office is not notified, the disposition concern becomes an unresolved disposition.

### **FAQ**

*Q: Should I issue a disposition concerns assessment?*

A: If the behavior is inappropriate for education majors, then a disposition concerns should be written. Please remember disposition concerns may be resolvable and used as a method to assist the student in improving. Please do not hesitate to contact C. Borders ([cmborde@ilstu.edu](mailto:cmborde@ilstu.edu)) or T. Hinkel ([thinkel@ilstu.edu](mailto:thinkel@ilstu.edu)) with your questions.

*Q: The student is not responding to e-mail communications, what should I do next?*

A: Students are responsible for checking their ISU e-mail. Please e-mail them the specifics about the disposition concerns and for scheduling a meeting with you. In the e-mail, provide them with a timeline of expected actions/communication. If they do not meet the timeline, please submit the disposition concerns with all documentation, to show there were multiple attempts by faculty/staff/school partner, to contact the student.

*Q: What materials should I submit to the Teacher Education Center?*

A: If it pertains to the disposition concerns assessment or communication about the disposition concerns, it should be turned in for the disposition file. This would include e-mails from cooperating teachers or schools. You are welcome to redact any names as needed.

*Q: Where do I find the disposition concerns assessment form?*

A: It can be found on the Teacher Education website, under the faculty link:  
<https://education.illinoisstate.edu/teacher/faculty/>

*Q: Should I type or handwrite the disposition concerns assessment form?*

A: This is completely up to the person writing the disposition concerns. You are welcome to write a narrative separate of the form. Please be sure to complete page 2, which includes student information and signatures, and enter "See attached" in the explanation of concerns. Please make and retain copies for your files, as well as providing your student with a copy of the disposition concerns assessment.