

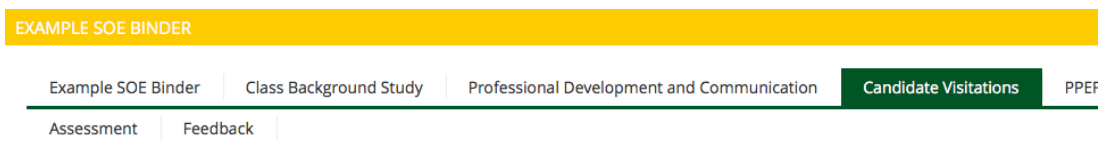


## Acknowledgement of Candidate Visitation Follow-up

As you are observed in the classroom, your Intern Supervisor, Curriculum Instructor, Mentor Teacher, or others may complete a Candidate Visitation Report. They will then meet with you to discuss their observations and comments. To acknowledge that you have been shown the report and have been counseled, you should complete the SOE - Acknowledgement of Candidate Visitation Follow-up form in Tk20. In this article, we will show you the simple steps to complete that task.

Please note that the images and scenarios presented in this document are an example. Screen shots, forms, and other elements of your student's binder may be different.

1. Log in to Tk20 and open your Field Experience Binder. Refer to the How-to article "Accessing and Completing Forms in a Field Experience Binder" for instructions on accessing your binder if you are unfamiliar with that process.
2. Click the "Candidate Visitations" tab, as shown in this example image:



3. Choose the form which applies to the Candidate Visitation. In our example, we are choosing Observation 1. Click the "Select" button by SOE - Acknowledgement of Candidate Visitation Follow-up: Observation 1"

### ATTACHMENT(S):

**SOE - Acknowledgement of Candidate Visitation Follow-up: Observation 1:**  *Not Submitted*

**SOE - Acknowledgement of Candidate**


4. Complete the form by clicking the checkbox and entering the date in the Acknowledgement section of the form.

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**ACKNOWLEDGEMENT**

Please  I acknowledge that I have complet  
Check:\*

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Date:\*  

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5. Click the Add button at the bottom of the window to add the form to your binder.



6. After you have added the form, you will need to either Submit or Save the form.

Submitting the form is the recommended option. This shows that you have completed the form and are no longer editing. Once a form is submitted, it cannot be edited. All forms must be submitted at some point.

Saving the form allows you to edit it later. Saving is not recommended as it leaves the form in an unfinished state.

The "Close" button will close the binder without submitting or saving any work.

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7. If you chose to Submit your form (which is recommended), you will then choose the forms to submit. In our example, we are only submitting the “SOE - Acknowledgement of Candidate Visitation Follow-up: Observation 1” form. Click the checkbox next to the form that you have added and submitted and click the “Submit” button. (Note that forms that are not completed and ready for submission cannot be selected.)

**Select the attachment(s) you would like to submit:**

**EXAMPLE SOE BINDER**

**Class Background Study**

SOE - Class Background Study: SOE - Class Background Study (Submitted)

**Professional Development and Communication**

SOE - Feedback on Professional Development and Communication: Feedt

SOE - Feedback on Professional Development and Communication: Feedt

SOE - Feedback on Professional Development and Communication: Feedt

SOE - Feedback on Professional Development and Communication: Feedt

**Candidate Visitations**

SOE - Acknowledgement of Candidate Visitation Follow-up: Observation 1:

SOE - Acknowledgement of Candidate Visitation Follow-up: Observation 2

**PPEF**

SOE - Acknowledgement of Professional Practice Evaluation Form Receipt

8. Click the “Submit” button.

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[Cancel](#)