Appendix B: Forms Associated with the Alert System

Disposition Alert Form (DAF)

Student Name:

Date:

Submitted By:

Telephone Number:

Email:

Reason(s) for Filing the Alert (please use additional space as needed)**:**

The disposition alert system provides a method for Ball State faculty and clinical partners (teachers and school personnel) to identify and report **critical concerns** related to a candidate's professional dispositions. In order for any course of action to occur, a Disposition Alert Form (DAF) should be submitted to the Office of Teacher Education Services and Clinical Practice (OTES-CP) which will then take responsibility for notifying appropriate parties. The DAF should be completed when there is critical concern about the candidate's ability and/or dispositions to become a teacher. A critical concern may occur whenever a candidate displays behavior or conduct inconsistent with the requirements of the teaching profession. It is in these situations that a DAF should be filed.

In addition, if a candidate scores a 0 on any rubric row of the EDA in an EDA-required course, a DAF should be filed. Please consult the EDA for specific examples of student behaviors that lead to a 0 on any rubric row.

Disposition Support Plan for DAF 1

If after consulting with the candidate, the Program Manager determines that a dispositional issue **does** exist, they will complete this form describing a course of action that the candidate agrees to follow. The Disposition Support Plan may include the requirement of a follow-up meeting with the Program Manager to review the candidate's progress. The document will be signed by the candidate. The candidate's signature will indicate acknowledgement of the Program Manager's decision; it will not necessarily indicate that the candidate agrees with the decision. **Within 5 business days** of the meeting, the Program Manager will submit the **Disposition Support Plan** to the OTES-CP where it will be added to the candidate's Disposition File.

Teacher Candidate Name:

Program Manager:

Recommended Course of Action (please use additional space as needed)**:**

Student's Signature	Date
Program Manager	Date
Student Advocate, if relevant	Date

Follow-Up Report for DAF 1

If after consulting with the candidate, the Program Manager determines that a dispositional issue does **not** exist, the Program Manager will submit this form to the OTES-CP. The DAF and the follow-up report will be maintained in OTES-CP, but they will not be kept in the candidate's Disposition File.

Teacher Candidate Name:

Program Manager:

Rationale for Determination that a Dispositional Issue Does Not Exist: (please use additional space as needed)**:**

Student's Signature	Date
Program Manager	Date
Student Advocate, if relevant	Date

Disposition Support Plan following DAF 2 or Subsequent DAFs

If after consulting with the candidate, the **Candidate Disposition Review Committee (CDRC) –** the Program Manager, the Department Chair of the candidate's major, and the Associate Dean of Teachers College – determines that a dispositional issue exists, the CDRC will determine a course of action and prepare a **Disposition Support Plan.** The Disposition Support Plan may include the requirement of a follow-up meeting with the Program Manager and/or the CDRC to review the candidate's progress. The document will be signed by the candidate and by all members of the CDRC. The candidate's signature will indicate acknowledgement of the CDRC's decision; it will not necessarily indicate that the candidate agrees with the decision. **Within 5 business days** of the meeting, the Program Manager will submit the **Disposition Support Plan** to the OTES-CP where it will be added to the candidate's Disposition File.

Teacher Candidate Name:

Program Manager:

Department Chair:

Teachers College Associate Dean:

Recommended Course of Action (please use additional space as needed)**:**

Student's Signature	Date
Program Manager	Date
Department Chair	Date
Teachers College Associate Dean	Date
Student Advocate, if relevant	Date

Follow-Up Report for DAF 2 and Subsequent DAFs

If after consulting with the candidate, the **Candidate Disposition Review Committee (CDRC) –** the Program Manager, the Department Chair of the candidate's major, and the Associate Dean of Teachers College – determines that a dispositional issue does **not** exist, the Program Manager will submit this form to the OTES-CP. The DAF and the follow-up report will be maintained in OTES-CP, but they will not be kept in the candidate's Disposition File.

Teacher Candidate Name:

Program Manager:

Department Chair:

Teachers College Associate Dean:

Rationale for Determination that a Dispositional Issue Does Not Exist: (please use additional space as needed)**:**

Student's Signature	Date
Program Manager	Date
Department Chair	Date
Teachers College Associate Dean	Date
Student Advocate, if relevant	Date