

**TEACHER CANDIDATE VERSION**  
**Bearcat Informational Sheet Fall 2025**

**Teacher Candidate Forms**

- **Dynamic Forms Login**
  - <https://www.nwmissouri.edu/login/>
  - Scroll down and click on the Dynamic Forms icon.
- **MEES Artifacts**
  - Discuss the due dates for these artifacts with your University Supervisor and Cooperating Teacher. Suggested due dates are given here, but these are negotiable between the triad. Suggested artifact due dates:
  - Find the word document templates and read the instructions. Then, gather all needed evidence, complete the template and use the “Upload” link to submit each artifact
- **MEES Artifact Standard 8: October 17**
  - Template:  
<https://www.nwmissouri.edu/education/peu/pdf/mees/MEES-Artifact-Instruction-Standard-8.docx>
  - Upload: <https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/7335011f-1748-4902-8dee-6f4dac036859/&SpSessionAuthnAdapterId=nwmissouriDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f1ded19a2-df2c-4d76-95dc-21491c1dfee1>
- **MEES Artifact Standard 7: October 31**
  - Template:  
<https://www.nwmissouri.edu/education/peu/pdf/mees/MEES-Artifact-Instruction-Standard-7.docx>
  - Upload:  
<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/7335011f-1748-4902-8dee-6f4dac036859/&SpSessionAuthnAdapterId=nwmissouriDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f7283c46e-23be-4354-ad6b-172772d46e90>
- **MEES Artifact Standard 9: November 14**
  - Template:  
<https://www.nwmissouri.edu/education/peu/pdf/mees/MEES-Artifact-Instruction-Standard-9.docx>
  - Upload:  
<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/7335011f-1748-4902-8dee-6f4dac036859/&SpSessionAuthnAdapterId=nwmissouriDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fffc69e904-b964-4e2f-b71e-7f6b764a2ec7>

- Artifact tips:
  - To start a new form, click “Complete New Form”
  - To complete an earlier draft, click “Complete Draft/Pending Forms”
  - We recommend you share this by email with your University Supervisor, Cooperating Teacher(s) and Content Supervisor (if you have one) and ask any questions you might have to help you improve it. You may make modifications based on their feedback. Then, upload the final version to dynamic forms (see below)
- Issues with MEES Artifacts? See FAQ (end of document)
- **K-12 Special Education Verification Form**
  - Required for Residency Practicum and Student Teaching, K-12 Special Education students in special education placements only. (NOT required for Early Childhood Special Education students).
  - Link: <https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/7335011f-1748-4902-8dee-6f4dac036859/&SpSessionAuthnAdapterId=nwmissouriDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f00280beb-0956-4c2b-bf85-2a9b0f99c1dd>
  - Due Date: **December 5.**
- **Surveys**
  - Expect email from this address: [surveys@nwmissouri.edu](mailto:surveys@nwmissouri.edu)
  - Due Date: **December 5.**

- **FERPA Letter of Recommendation Instructions**

An *electronic form* is now available for students to make *requests to faculty and staff for written and/or verbal recommendations*.

As a reminder, the *Family Educational Rights and Privacy Act (FERPA)* requires written consent from a student before disclosing any personally identifiable information. Written consent must include: specified records to be released, purpose of disclosure, and party or parties to whom the disclosure is to be made. Requests must be signed and dated by the student (verifying identity through electronic login serves this purpose).

The *FERPA Release Request for Written/Verbal Recommendation* form can be found on the Registrar’s website under the Student Forms tab: <https://www.nwmissouri.edu/registrar/forms.htm>.

*Steps to Follow:*

1. *Student completes the FERPA Release form* entering the appropriate information and a correct faculty or staff email address.
2. Once the form is submitted, *a notification email including a link to approve will be sent to the designated faculty/staff email.*
3. *Faculty/Staff login to the link using network username/password, acknowledge request and agree to provide, or deny request, sign electronically and submit.*
4. *Faculty/Staff complete and/or send written/verbal recommendation as requested.*

## Teacher Candidate Dynamic Forms FAQ

- Problems logging in
  - If you have difficulty logging in, some of the following tips may help:
    - Wait
    - Try a different wifi and/or device
    - Use Google Chrome as the browser
    - Refresh website
    - Delete history
    - Login using an incognito browser window
    - If you still cannot login, please contact [STEACH@nwmissouri.edu](mailto:STEACH@nwmissouri.edu)
- Trouble with MEES artifacts
  - Q: I can't submit my second/third MEES artifact.
    - If you need to submit new materials, please submit a new MEES artifact form in dynamic forms, to ensure that it's reviewed again by both the US and CT.
    - Artifacts are submitted via dynamic forms, not canvas
    - Just click on the link to the form (in canvas or on our cheat sheet), login, and then click on "Complete New Form" link.
  - Q: I completed my MEES artifact and my University Supervisor/Cooperating Teacher says they cannot see the artifact in their email
    - Go back into the form in dynamic forms and make sure the correct email address was entered
    - If you made an error, you can resubmit a new form in dynamic forms with your artifact attached and the correct email address
  - Remember, the deadlines above are for your student teaching artifacts, not for any assignments in other classes.
- Problems with assessments
  - Q: Help! I can't see any of the assessments that have been scored by my University Supervisor or Cooperating Teacher
    - Make sure your assessor has completed the assessment in question
    - Log out of everything NW on their computer and then log back into dynamic forms