

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION  
August 25, 2009

SUBJECT: Pennsylvania's Teachers' Desk Reference Available Online

TO: School District Superintendents  
Charter School Chief Executive Officers  
Intermediate Unit Executive Directors  
Intermediate Unit Special Education Directors

FROM: John J. Tommasini / Director  
Bureau of Special Education

The purpose of this correspondence is to inform schools and districts that a new publication, Teachers' Desk Reference: Practical Information for Pennsylvania's Teachers, is now available online at [www.pattan.net](http://www.pattan.net).

The Teachers' Desk Reference is designed to provide new teachers with information they will need to know as they experience their first year in the classroom. The first chapter, Classroom Management, is available on the PaTTAN website at [www.pattan.net](http://www.pattan.net), under Supporting Students. A new chapter of the Teachers' Desk Reference will be produced each month. The following table of contents lists chapter topics for the 2009-2010 school year:

- Chapter 1: Classroom Management
- Chapter 2: Effective Instruction
- Chapter 3: Standards
- Chapter 4: Effective Inclusive Practices
- Chapter 5: Supporting Agencies
- Chapter 6: Formative Assessment
- Chapter 7: Summative Assessment
- Chapter 8: Your Role on a Grade Level Data Team
- Chapter 9: Special Education Process
- Chapter 10: Laws and Regulations

Each chapter will provide a brief overview of the topic in an easy-to-read format that can be downloaded to a folder on one's computer or printed and placed in a binder for future reference. Hard copies of the Teachers' Desk Reference may be ordered online at [www.pattan.net](http://www.pattan.net), click on Resources.

I encourage you to share this publication with the new educators who are joining your staff this year. Veteran teachers may find the Teachers' Desk Reference useful as a resource for protégés and/or student teachers.

If you have any questions concerning this information, please contact  
Barbara Gilligan at [bgilligan@pattan.net](mailto:bgilligan@pattan.net).

Penn\*Link

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