

Sample Letter for New York State College Students Applying to Teach at NYC Public Schools

The letter below details the information New York City Public Schools requires from current students in New York State teacher preparation programs applying to be a teacher. Please pay special attention to the highlighted items.

[Letter must be on college or university letterhead]

Date

To Whom It May Concern:

This letter serves to confirm that **[insert applicant name]** is in **good standing in a New York State approved program of study** leading to the degree of **[insert program/subject area]**. The expected date of degree conferral is **[insert date]**. Based on this student's progress, **[insert applicant name]** is on track to complete all program requirements – e.g., coursework, testing, workshops, and field experience - as outlined by both the New York State Education Department and **[insert university name]**. We expect to recommend **[insert applicant name]** for New York State certification; this certification will be in effect by September 2024.

Sincerely,

[insert name]

[insert title]

[insert university]