

Sample Letter for Out-of-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 out-of-state education 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 **[insert state or territory name]** **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 **[insert state or territory name]** Education Department and **[insert university name]**. We expect to recommend **[insert applicant name]** for [state or territory name] **[insert type and level]** certification; This certification will be in effect by **[insert date]**.

Sincerely,

[insert name]

[insert title]

[insert university]