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Department of Curriculum and Instruction  
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Fall 2017

Dear Teacher or Administrator:

\_\_\_\_\_ is a prospective educator enrolled in my course,  
EDI \_\_\_\_\_ at the Post campus of Long Island University.

This course is an important opportunity for the prospective educators to become more familiar with teaching and learning “from the other side of the desk.” I am sure we agree that it is very important to learn about teaching and learning, and about life in K-12 education through experiences in educational contexts. With your help, I would like these prospective educators to begin to experience life in the profession of education.

The prospective educators enrolled in this course must spend \_\_\_\_ hours in educational settings that suit their certification area and career goals. In this class, there are prospective teachers working in varied disciplines who would like to spend time in your setting.

The particulars of scheduling the hours can be flexible in order to best suit your setting’s needs and the available time of the prospective educator. The students do have a time log that they will ask you to sign.

Contributions to the growth and development of the next generation of educators will always result in a more prepared group of education professionals. This benefits us all, and most especially benefits these future educators. If you do not have an appropriate setting available, but know of one that might suit this person, please make that setting known to him/her.

This student will have a valid picture ID from the University. If you have any questions or comments please contact me at \_\_\_\_\_. Thank you for your consideration of this request.

Sincerely,

Student's name (printed) \_\_\_\_\_

Student's phone number: \_\_\_\_\_ email: \_\_\_\_\_

Student’s address: \_\_\_\_\_