



COLLEGE OF EDUCATION, INFORMATION AND TECHNOLOGY  
Special Education and Literacy  
720 Northern Blvd. • Brookville, New York 11548-1300

To Whom It May Concern:

\_\_\_\_\_ is a prospective educator enrolled in my course,  
EDS \_\_\_\_\_, at the LIU Post Campus.

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 setting 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.

This student will have a valid picture ID from the University. Thank you for your consideration of this request.

Sincerely,

Professor of Education  
Department of Special  
Education and Literacy

Students Telephone # \_\_\_\_\_