



**ADMINISTRATOR'S LETTER OF SUPPORT
FOR STUDENT REQUESTING TO TEACH
IN THEIR CURRENT TEACHING ASSIGNMENT**

Students who request to fulfill their student teaching requirement in their current teaching assignment need to obtain a letter of support from their employer. This letter will accompany the student teaching application and up-to-date program planning sheet signed by the student's faculty advisor. It is the student's responsibility that the application packet gets to the following address by the submission deadline:

College of Continuing Education
Attn: Lori May
3000 State University Drive East
Sacramento, CA 95819-6103

THE ADMINISTRATOR'S LETTER SHOULD:

- Indicate your administrator's support for your request along with the support system available to you in your school and/or district;
- Indicate your administrator's willingness to cooperate with a university supervisor in providing for a quality student teaching experience, which meets the requirements of the University program's fieldwork component;
- Describe your on-the-job placement regarding class assignment, duties, and schedules;
- Indicate your administrator's understanding that you will be required to visit 3-5 model programs appropriate to your area of training; release time from your job may be necessary.

Once a completed application packet is received, it will be forwarded to the Teacher Preparation & Credentials office for a decision.