



Dear Principal –

Student Teacher Applicant: _____ Semester & Year Student Teaching: _____

The Lehman College student AND teacher, paraprofessional/assistant, (*other pre-approved exception*) listed above has applied to use her/his teaching position/classroom AND/OR your school to complete the required NYSED student teaching experience and seminar course next semester. To permit the applicant to participate in the student teaching semester/course while at your school, please carefully read this letter and sign the bottom section. As per New York State initial certification requirements, student teachers are required to complete coursework that includes videotaping lessons for supervision and educative purposes during the semester.

The Lehman College candidate above is completing New York State Teacher Certification in the following area(s)

Lehman candidate must check all that apply:

	Certification Age/Grade Range⁺ (Required Age Groups/Grades for Clinical Practice Experiences)
<input type="checkbox"/>	Special Education Early Childhood (Birth – 2 nd Grade)
<input type="checkbox"/>	Special Education Childhood (Grades 1 – 6)
<input type="checkbox"/>	Special Education Adolescent Generalist (Grades 7 -12)
<input type="checkbox"/>	Special Education All Grades (PK – 12)
<input type="checkbox"/>	PLUS + Grade 7 – 12 Content Area (English, Mathematics, Science, Social Studies)
<input type="checkbox"/>	PLUS + DUAL/GEN ED CERTIFICATION: Requires experience in ICT class for full student teaching experience OR general education class for no less than 20 days/120 hours
<input type="checkbox"/>	PLUS + BILINGUAL CERTIFICATION EXTENSION: Requires at least 9 days/50 hours in bilingual experience

- Approved experiences must have at least 5-10 students with disabilities (IEPs or IFSPs) in the classrooms (including disabilities other than speech and language).
- Candidate will be able to spend the entire day immersed in a special education or integrated co-teaching (ICT) environment.
- A cooperating teacher is available to mentor the candidate and must have at least 3 years of special education teaching, plus NYSED special education certification to qualify as a cooperating teacher.
- If the candidate is a 1-to-1 paraprofessional, he/she will not be able to continue in that position for the entirety of student teaching.
- In addition to working with students across their certificate age range, dual certificate candidates must spend 10 weeks in a special education setting and 20 days in a general education setting. Students enrolled in bilingual extension programs must also complete a portion of their student teaching experience in a bilingual setting.
- Candidate and Principal are aware that if these experiences are not available at your school, candidate may need to complete some of her/his NYS certification requirements in another school AND added (PLUS +) certification hours cannot be combined.

To complete the student teaching semester in your school, our Lehman College student attests:

- ☐ Pre-approved by Lehman faculty advisor to use student's own school/teaching job for courses.
- ☐ Is a full-time lead teacher in her/his NYSED Teacher Certification content area and grade.
- ☐ Is a paraprofessional in her/his NYSED Teacher Certification content area and grade.
- ☐ Is a full-time employed permanent substitute, guaranteed by you/principal to be in the position through the entirety of the semester in her/his NYSED Teacher Certification content area and grade.

Once enrolled in the required semester, the student teacher will be assigned a Lehman College faculty member who will visit your school in person and/or remotely (through video recordings) several times to observe student teaching. Also, as per initial NYSED certification requirements, student teachers will be required to complete a performance assessment assignment, includes videotaping at least one or more lessons. Please complete the bottom portion of this form to give permission for the applicant to participate in the Lehman College student teaching semester while employed/working at your school.

Thank you for your support. If you have questions about the internship course or would like to discuss the internship applicant, please feel free to contact me. No other letter can be substituted for this one.

Lehman College appreciates your cooperation and support. If you have any questions about student teaching or you would like to discuss the student teaching applicant, **please contact Professor Serrano at Meagan.Serrano@lehman.cuny.edu**

Sincerely,  Leslie Lieman, Director, Clinical Practice & Partnerships, Lehman College: School of Education

Principal Name: _____ **School:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Phone: _____ **Region:** _____ **District:** _____
Cooperating/Mentor Teacher: _____ **Email:** _____

I give permission for the applicant (*listed at the top of page*) to complete the required Lehman College student teaching semester in a classroom at my school. Student is: ☐ Full-time employed teacher; ☐ Para or Assistant; ☐ Permanent Sub to date _____

Principal's Signature _____

Date _____