

**Complete this form to REQUEST a LETTER from Keene State College outlining the ANTICIPATION of your GRADUATION and CERTIFICATION for prospective employers.**

Please print the following information:

Date: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ Graduation date: \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Which certification program are you completing (check the ones that apply)?

Post-baccalaureate Teacher Certification Program

Master of Education degree

Post-Master's Certification Program

List the specific certification(s) you plan to apply for. For example: elementary education, English, secondary mathematics, etc.

1. \_\_\_\_\_

2. \_\_\_\_\_

Student Teaching/Internship Experience(s). List each school separately.

School Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Subject(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

School Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Subject(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

Return this form to: Graduate Studies Office  
Keene State College  
229 Main St  
Keene, NH 03435-2605.

You will be given one letter. If you plan to apply for more than one position you will need to make additional copies of the anticipatory letter. Please allow two to four weeks for delivery of your letter.