

[College/University Letterhead]

[Date]

To Whom It May Concern:

I am writing to confirm the student teaching assignment for the teacher candidate below. The student teaching experience is scheduled for the time and location outlined.

**Student Teacher:** [Full Name]

**Educator ID (CACTUS#):** [Utah CACTUS#]

**Teaching License Area:** [License Area (*e.g., Elementary, Special Education, etc.*)]

**LEA:** [Utah School District or Charter School]

**School:** [Utah Public School Name]

**Length of Student Teaching:** [Number of weeks (*e.g., 10 weeks*)]

**Start Date:** [Start MM/DD/YYYY]

**End Date:** [End MM/DD/YYYY]

I am pleased to inform you that this teacher candidate is enrolled and in good standing in our teacher preparation program, seeking a professional license in teaching. When the scheduled student teaching experience begins, the student will have successfully completed all the necessary preparation coursework for their license, except for the capstone clinical experience and corequisite coursework.

Sincerely,

[University EPP]

[Contact Information]