

## Sample letter for Level 1

### Confirmation Form for Level 1

#### Saint Louis University SOE Fieldwork Experiences

#### **Overview of the Request Letter:**

1. Include all Names
  2. Certification Areas you want to observe
  3. # of Hours, you want to observe
  4. Date and times, you are available to observe
  5. Description of the assignment: Tasks you need to complete
  6. How will the site confirm the placement?
  7. Contact information of one person
  8. Background checks attached
  9. Pleasant thank you
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#### **Successful Steps for Obtaining a Field Site for Level 1:**

1. Create the letter. If attending the site as a group, delegate one person to be the communicator.
2. After receiving contact information from the SOE Field office: Check the school website to confirm emails, there might be a new administrator. Email the letter and background checks to the Principal/ Head of School/HR Director.

*\*\*For some districts, the SOE Field Office will be sending the request. If so, the SOE Field Office will contact you will details.*

3. Call the school if you have not received a response in 4-5 days. Leave a message on how to contact you.
4. After seven days with no contact then share the information with your professor.
5. Contact Dr. Voss ([vossja@slu.edu](mailto:vossja@slu.edu)): Office of Field Experience 212 Fitzgerald for additional assistance.

Sample letter for Level 1 Fieldwork Experiences

**\*\* BOLD = please enter your information**

Saint Louis University

**{# Hours} Observation Request**

**Date**

**School Name**

**School contact person with email address**

**Address of the School**

Placement request: **Name/Grades or Content Preferred (Please provide a 2-3 grade range)**

**Name/Grades or Content Preferred (or no preference)**

Dear Mr/Ms/Dr,

If possible, we would like to observe at \_\_\_\_\_ **school** for a **{# of hours}** hour observation experience during the **{Fall/Spring Year}** semester. We are currently beginning our studies in the field of education. Placement must be made with a certified teacher who has a minimum of three years teaching experience. Our schedules allow us to observe on **{these days and times}**. When placement is confirmed, a schedule will be discussed with each cooperating educator.

- o **Name of Course**
- o **Description of the assignment: Please obtain expectations from your course instructor**

If we can be placed in your school, please notify us by phone **{enter one person's phone number}** or email **{enter one person's email address}**. We have enclosed a response form for your convenience.

A copy of our Clearance Documents/Protecting God's Children will be provided prior to the first day. If you need any further information please feel free to contact me. Thank you for your time and support.

Sincerely,

(Contact Person)

(Names and email of team members)

**Saint Louis University**

**School of Education**

**Confirmation Form for Level 1: Early Experiences**

*Thank you for arranging a placement for {Add the student's names} to complete observations in your school. We greatly appreciate your time and thought in making this placement possible. Please forward the following information to {contact student}.*

District \_\_\_\_\_

School \_\_\_\_\_

School Address \_\_\_\_\_

School Phone \_\_\_\_\_

Principal \_\_\_\_\_

**Saint Louis University Student Name:** {\*\*\*Please fill in before sending}

**Student's Email:** {\*\*\*Please fill in before sending}

**Cooperating Teacher:** \_\_\_\_\_

**Cooperating Teacher's Email:** \_\_\_\_\_

**Placement Subject/ Grade:** \_\_\_\_\_

**Saint Louis University Student Name:** {\*\*\*Please fill in before sending}

**Student's Email:** {\*\*\*Please fill in before sending}

**Cooperating Teacher:** \_\_\_\_\_

**Cooperating Teacher's Email:** \_\_\_\_\_

**Placement Subject/ Grade:** \_\_\_\_\_