Anticipation of Degree(s) Completion Letter Request

Please complete this form to request a letter from Keene State College outlining the Anticipation of Degree(s) Completion for prospective employers.

Please print the following information:

Date of Request _____ Degree Completion Date _____ KSC ID # _____

Name: Last _____First _____ MI _____

Address: Street _____

City _____State _____ Zip _____

E-mail Address (other than ksc.keene.edu)_____

Which degree program(s) are you completing (check the one/s that apply)?

__Bachelor of Arts: Major _____ Option (if applicable) _____

__Bachelor of Science: Major _____ Option (if applicable) _____

__Bachelor of Music Education

__Masters Degree: Option_____

Check the specific certification(s) for which you plan to apply.

__ Chemistry (7-12)
__ Dance Education (K-12)
__ Early Childhood (Birth-grade 3)
__ Earth/Space Science (7-12)
__ Elementary Education (K-6)
__ English Language Arts (5-12)
__ Modern Languages (French)
__ General Special Education
__ Guidance Counselor
__ Life Sciences (7-12)
__ Mathematics (5-8)
__ Secondary Mathematics (7-12)
___Middle Level Science (5-8)
__ Music Education (K-12)
__ Physical Education (K-12)
__ Physics (7-12)
__ Principal
__ Social Studies (5-12)
__ Modern Languages (Spanish)

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

School Name _____

City_____ State _____

Subject(s)_____ Grade(s) _____

School Name _____

City_____ State _____

Subject(s)_____ Grade(s) _____

Return this form to:
Educator Preparation Office
Rhodes N123
Keene State College
Keene, NH 03435-2900

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

Update 10/7/2015