

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 _____ Graduation date _____ KSC ID # _____

Name: Last _____ First _____ MI _____

Address: Street _____

City _____ State _____ Zip _____

E-mail Address (other than ksc.mailcruiser.com) _____

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

Early Childhood (N-3)

Earth/Space Science (7-12)

Elementary Education (K-8)

English (5-12)

French

General Special Education

Guidance Counselor

Life Sciences (7-12)

Mathematics (5-8)

Mathematics (7-12)

Middle School Science (5-9)

Music Education

Physical Education

Physics (7-12)

Principal

Social Studies (5-12)

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:

Debra Herget (e-mail: dherget@keene.edu)

Teacher Education Office

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.