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School of Education
Office of Field Experiences

Dr. Bruce M. Billig
Director

FALL XXXX

RE: _____ Undergraduate _____ Graduate _____
Last, First

Dear Principal,

This is to inform you that the candidate below is registered at the School of Education of the City College of New York. In order to fulfill the fieldwork requirements for his/her education course(s) this semester, the candidate named above needs a school placement. The candidate has made a request to complete fieldwork at your school.

Your cooperation and willingness to allow candidates into your school and classrooms are greatly appreciated. The leadership and experience provided by your school is helping the college to prepare our candidates as effective and successful teachers. We hope that you see the candidate's presence at the school rewarding as well.

Thank you for your cooperation.

Statement of Compliance with New York City Health Code

This Tuberculin skin test must be taken within one year prior to the first day of assignment.

- This is to certify that the above-named candidate has a negative Tuberculin skin test and has been found to be free from active Tuberculosis.
- This to certify that the above-named candidate has a positive Tuberculin skin test, and a subsequent chest x-ray has been found to be free from active Tuberculosis.
- This candidate will personally present evidence of a tuberculin skin test approved by the New York City Department of Health to the Principal of the school prior to or on the first day of assignment.