



SCHOOL OF EDUCATION / OFFICE OF FIELD EXPERIENCES
Tel. (212) 650-6915 / Fax (212) 650-7530

FALL xxxx

Dear Principal,

This is to inform you that _____ will be a fieldwork student at your school this semester. Fieldwork will begin on the week of _____ XXXX. The candidate will complete the requirements as prescribed by the course instructor.

Each candidate has been given a packet with information for the hosting teacher. At the end of the semester the candidate will be responsible for turning in timesheets that will account for the time and give a brief description of the activities the candidate participated in. In addition, there are also several forms to be completed. We will ask the cooperating teacher for a final evaluation of the fieldwork student.

We appreciate suggestions at any time with respect to the improvement of our teacher education program. Feel free to contact the office with your questions and concerns.

Thank you for your cooperation with our teacher education program.

Sincerely,

Bruce M. Billig, Ed.D.
Director, Office of Field Experiences

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.

