Date

To Whom it may concern:

\_\_\_\_\_\_\_\_\_\_\_\_\_ is allowed to complete his/her [**please state one of the following**: *special education with a concentration of in adapted* OR *general curriculum* OR *early childhood* OR *early childhood/special education*] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School while being employed as a paraprofessional. The principal and in-school coordinator are in agreement and will support the process including the requirement of two full weeks of teaching. Any observation requirement outside of the named school will be conducted on personal time or with personal leave.

Sincerely,

John Smith

John W. Smith, Ph.D.

Title

Secondary Title (if needed)