

**OFFICE OF ACADEMIC RECORDS & REGISTRATION
SLIPPERY ROCK UNIVERSITY
104 MALTBY AVE, SUITE 107
SLIPPERY ROCK, PA 16057
Phone: (724) 738-2010
Fax: (724) 738-2936**

**Anticipated Graduation Letter
For Student Teachers in Their Final Semester of Attendance
Please Note: Degree Audit Must State "All Requirements Completed"**

Phone Number _____ Today's Date _____

Please indicate your academic major _____

- I will pick up this letter on: Date _____
- I give permission to have this letter picked up by the following person: _____
- Please mail this letter to the address below.
- Please e-mail this letter to the following email address: _____
- Please fax this letter to the following number: _____

MAIL LETTER TO:

Name _____

Organization/Office _____

Address _____

City _____ State _____ Zip _____

Student's Signature _____ Date _____

Sample Letter

To Whom It May Concern:

It is a pleasure to confirm that upon completion of student teaching, Jane Doe will have completed all of the academic requirements for a Bachelor of Science in Education degree with majors in Special/Elementary Education. In accordance with university policy, Jane will be awarded a degree on August 1, 2006.

Whenever I can be of further assistance to you or Jane, please do not hesitate to contact me.

Sincerely,

Constance Edwards, Director
Academic Records & Registration