*****Massachusetts Department of***

***Elementary and Secondary Education***

### 135 Santilli Highway, Everett, Massachusetts 02149-1962 Telephone: (781) 338-3000 TTY: N.E.T. Relay 1-800-439-2370

|  |  |
| --- | --- |
| Jeffrey C. Riley  *Commissioner* |  |

Verification of Field-Based Experience Letter Template

|  |
| --- |
| **Purpose**: \*Signees accepted by the Department should use this template to streamline the process of preparing letters which permit the Office of Educator Licensure to verify a licensure candidate has completed a field-based experience of at least 75 hours in a Pre-K through grade 12 transitional bilingual, two-way immersion, or other bilingual education setting. |

|  |  |  |
| --- | --- | --- |
| **Letter Requirements:**  This letter must be printed on official letterhead of the school/school district in which the field-based experience occurred and signed by the superintendent, assistant superintendent, human resources director, principal, or equivalent position in a non-public bilingual education setting.  Dear Office of Educator Licensure:  Please accept this letter as official verification that [Insert: candidate's name & MEPID or MA Educator License Number] has completed a field-based experience of at least 75 hours in a Pre-K through grade 12 transitional bilingual, two-way immersion, or other bilingual education setting. | | |
| **I attest that the statement and information above are true and accurate as attested to by my signature and title.** | | |
| Printed Name: |  | Signature: |
| Title: |  | |
| \*Signees accepted by the Department include superintendent, assistant superintendent, human resources director, EL Director, principal, or equivalent position in a non-public bilingual education setting, or licensure officer. | | |
| **Must be on Official Pre-K through grade 12 School Setting or Sponsoring Organization Letterhead** | | |

Please note: The Department may contact signees if any clarification is needed. Documents may be uploaded into your ELAR account or mailed to the Office of Educator Licensure. Information regarding submitting documents may be found at http://www.doe.mass.edu/licensure/elar/.