

Sample Eligibility Letter

To Whom It May Concern:

According to the *West Chester University College of Education and Social Work* guidelines regarding substitute teaching while student teaching, I am formally requesting that I be considered for substitute teaching while student teaching in your school district. Below are the signatures of my mentor teacher for student teaching and university supervisor, acknowledging that in their certified professional opinion, my skills, knowledge and disposition are such that I would be an effective substitute teacher within my student teaching classroom.

Sincerely,

Student Teacher's Name: \_\_\_\_\_

Student Teacher's Area of Certification: \_\_\_\_\_

\_\_\_\_\_  
Mentor Teacher Print Name/Title

\_\_\_\_\_  
University Supervisor Print Name/Title

\_\_\_\_\_  
Mentor Teacher Signature

\_\_\_\_\_  
University Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date