

# Anticipation of Degree(s) Completion Letter Request

Please complete this form to request a letter from Keene State College outlining the Anticipation of Degree(s) Completion for prospective employers.

Please print the following information:

Date of Request \_\_\_\_\_ Degree Completion Date \_\_\_\_\_ KSC ID # \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address (other than ksc.keene.edu) \_\_\_\_\_

Which degree program(s) are you completing (check the one/s that apply)?

Bachelor of Arts: Major \_\_\_\_\_ Option (if applicable) \_\_\_\_\_

Bachelor of Science: Major \_\_\_\_\_ Option (if applicable) \_\_\_\_\_

Bachelor of Music Education

Masters Degree: Option \_\_\_\_\_

Check the specific certification(s) for which you plan to apply.

Chemistry (7-12)

Mathematics (5-8)

Dance Education (K-12)

Secondary Mathematics (7-12)

Early Childhood (Birth-grade 3)

Middle Level Science (5-8)

Earth/Space Science (7-12)

Music Education (K-12)

Elementary Education (K-6)

Physical Education (K-12)

English Language Arts (5-12)

Physics (7-12)

Modern Languages (French)

Principal

General Special Education

Social Studies (5-12)

Guidance Counselor

Modern Languages (Spanish)

Life Sciences (7-12)

**Student Teaching Experience/s or Internship/s (only).** List each school separately.

School Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Subject(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

School Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Subject(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

**Return this form to:**

Educator Preparation Office

Rhodes N123

Keene State College

Keene, NH 03435-2900

**You will be sent one letter. If you plan to apply for more than one position, you will need to make additional copies of the letter. Please allow two to four weeks for delivery of your letter.**