



**SONOMA STATE UNIVERSITY**

Hutchins School of Liberal Studies, CH 44 1801 E. Cotati Ave., Rohnert Park, CA  
94928-3609  
(707) 664-2491 FAX (707) 664-4389 Web Site://www.sonoma.edu/hutchins/

Date: \_\_\_\_\_

Dear Teacher or Principal:

In order for students to gain admission into a teacher preparation program, the School of Education requires those students to volunteer a minimum of 45 hours inside a classroom setting.

The following student has asked that you certify that she or he has volunteered in your classroom. Would you please complete the form below, indicating the number of hours and the period of time the student volunteered. It would be helpful to the student if you provide frequent evaluation sessions and an exit interview. Please understand that this student is a mandated child/neglect reporter.

If you have any questions or concerns, please call me at (707) 664-3182.

Sincerely,  
Benjamin Frymer, Ph.D., Professor  
Hutchins School of Liberal Studies

**Record of Hours Completed for Classroom Observation**

The following student \_\_\_\_\_ has completed \_\_\_\_ hours

Volunteering in my \_\_\_\_\_ (grade) classroom at \_\_\_\_\_

School from \_\_\_\_\_ to \_\_\_\_\_ .

\_\_\_\_\_  
Teacher/Principal Signature

\_\_\_\_\_  
Teacher/Principal Printed Name

Your School Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Student: Keep the completed form to turn in with your Application to a credential program.