



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 of 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 such volunteering. 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) 664-3181.

Sincerely,
Richard Zimmer, 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: _____