[Official University Letterhead specifying the name of the institution]

[Today’s Date]

To Whom it May Concern:

I am writing to confirm the student teaching assignment for [Name of the Student Teacher], Educator ID Number (CACTUS #) [CACTUS Number]. The student teaching assignment is scheduled with [Local Education Agency (LEA) & School Name] for a duration of [Length of student teaching or internship, e.g., 10 weeks].

I am pleased to inform you that [Name of the Student Teacher] is enrolled and in good standing in our teacher preparation program, seeking a professional license in [License Area] teaching. The student has successfully completed all the necessary preparation coursework for their license, except for the capstone clinical experience and corequisite coursework. Upon program completion, [Student Name] will be recommended for a professional educator license in:

License Area:

(eg. Elementary, Secondary, School Counselor)

With the following endorsement(s):

Sincerely,

[Signature]

[contact information(e.g. phone number and/or email address) for the individual who signed the letter]

Reference Notes:

Author: If you have further questions concerning the requirements for this letter, please refer to the AEL Application Checklists located on our [website](https://www.schools.utah.gov/licensing/apply) (AEL Application Tab).

AEL Applicant: Before submitting your letter verifying enrollment please be sure that all parts are completed. Please refer to the AEL Application Checklists located on our [website](https://www.schools.utah.gov/licensing/apply) (AEL Application Tab) for more information.