Please use the following email template when contacting principals for placement. This ensures principals receive all the required information that they need to make a placement and our college/university partners receive timely responses.

**PRE-STUDENT / STUDENT TEACHING PLACEMENT REQUEST**

[Greeting]

[Insert College/University] request a [pre-student teaching/ student teaching placement] for our teacher candidate [insert first and last name.]

Please review the details below and let me know if you can place this candidate by [insert deadline (allow for at least five business days)].

**Teacher Candidate:** [insert first and last name]

**Licensure area:** [insert licensure area]

**Preferred Grade Level:** [insert here if applicable]

**Approximate start/end dates:** [insert desired time frame for placement]

**Length of placement:** [insert number of weeks and hours per day]

**Attachments:** [include supporting materials with explanation] Additional comments: [insert additional information if applicable]

Please contact [insert contact name and information] if you have any questions. I look forward to hearing from you by [insert deadline]

