



Date_____

Dear Professor,

_____ is a student in an education course which requires a limited field experience outside of the classroom. The field experience for _____ (class) is scheduled on _____ (date) from _____ to _____ (times). Please excuse the student from your class on that day.

If you have any questions or concerns, please contact Dr. Patty Kardambikis, Department Head of Education, kardambikis@rmu.edu or 412-397-6246.

Sincerely,

Carolyn Cusick
Field Placement Education Coordinator
The School of Education and Social Sciences
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