

“Edit or replace all parts in red which are also contained in quotes.”

“This request must be on official Letterhead of the Educator Preparation Program.”

Texas Education Agency
Division of Educator Standards, Certification, and Fingerprinting
1701 Congress Ave, Suite 5-100
Austin, TX 78701
“Date”

To Whom It May Concern:

This letter is to request the following additions to the offerings of **“Educator Preparation Program Name and number”**:

“Instructions – delete the areas that you do not want. Check your approved programs on the TEA website.”

- English Language Arts and Reading (Grades 7-12)
- Journalism (Grades 7-12)
- Life Science (Grades 7-12)
- Physics/Mathematics (Grades 7-12)
- Mathematics (Grades 7-12)
- Chemistry (Grades 7-12)
- Science (Grades 7-12)
- Technology Applications (Grades 7-12)
- Mathematics/Physical Science/Engineering (Grades 6-12)
- Physical Science (Grades 6-12)
- Agriculture, Food and Natural Resources (Grades 6-12)
- Marketing (Grades 6-12)
- Health Science (Grades 6-12)
- Trade and Industrial Education (Grades 6-12)

If you need additional information, please contact **“Person’s name”** at **“phone number or email address”**.

Sincerely,

“Official Signature of Dean, Director, or Owner”

“Title”