



# SEATTLE PRESCHOOL PROGRAM

## PROOF OF MATRICULATION & PROJECTED GRADUATION DATE

All SPP Scholars must remain matriculated or working toward a degree at a regionally accredited college for the duration of their SPP Scholars Tuition Support agreement. SPP Scholars must provide a letter from the registrar, or dean of the college in which they are attending.

The proof of matriculation must:

1. Indicate that you will be matriculated for the entirety of your selected degree program. They may either state that you will be matriculated through the length of your program, or that you are currently matriculated and they *expect* that you will remain matriculated throughout the length of your degree program.
2. Include a projected graduation date with the month and year.
3. Be on the letterhead of the college or on the sample form attached and include an original signature of the registrar or the dean.

If your college prefers to write “enrolled” or “remain a student” instead of “matriculated” that is also acceptable.

## SAMPLE PROOF OF MATRICULATION / GRADUATION DATE LETTER

### COLLEGE OF SOMEWHERE

January 1, 2016

Dear DEEL SPP Scholars Team:

This letter verifies that [*Beyoncé Carter*], a student of [*College of Somewhere*] is currently a matriculated, degree – seeking student and is expected to remain so while participating in the SPP Scholars program, which begins in the fall of 2015 through to the spring of 2020. This student is expected to graduate from the [*College of Somewhere School of Education with a BAS in ECE*] on or before spring 2020. Their current anticipated graduation date is [*May 31, 2019*].

Sincerely,

*Original Signature Here*

Registrar or Dean  
College of Somewhere  
School of Education

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**Why this works:** This letter would be accepted by the Department of Education and Early Learning SPP Scholars Team because it is an official letter on official letterhead, says that the SPP Scholar is matriculated during the expected Scholars agreement period, gives a graduation date and is signed by the proper authority at the college.<sup>i</sup>

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<sup>i</sup>Adapted from the Boren Awards Fellowship

[https://www.borenawards.org/document/download/proof\\_of\\_matriculation\\_and\\_graduation\\_date\\_146.pdf](https://www.borenawards.org/document/download/proof_of_matriculation_and_graduation_date_146.pdf)





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## Affidavit of Student Enrollment and Matriculation

Date\_\_\_\_\_

Student Name\_\_\_\_\_

Degree Program\_\_\_\_\_

Expected Graduation Date\_\_\_\_\_

College Name \_\_\_\_\_

College Address\_\_\_\_\_

This notice verifies that the student named on this form is a student in good standing and is currently enrolled in the college and degree program named on this form and is expected to remain so while participating in the SPP Scholars tuition support program, which begins in the fall of 2015 and goes through to spring of 2020. This student is expected to graduate with their degree on or before the spring of 2020.

Thank You,

\_\_\_\_\_

Signature

Name:\_\_\_\_\_

Title:\_\_\_\_\_

Email:\_\_\_\_\_

Phone:\_\_\_\_\_

