



Office of High School and Pre-College Programs  
Nexus Building, Room 104  
One South Ave.  
Garden City, NY 11530  
P 516.977.3046  
F 516.877.3039

## High School Program Request for New Teacher Approval Consideration

Please complete and return this form, along with the supporting materials listed below, to the **Office of High School and Pre-College Programs**, for consideration to teach an Adelphi High School Program approved course. *Please note that supporting materials will not be accepted without this form.*

**To be considered to teach an Adelphi High School Program approved course, please provide the following for review:**

1. Current Resume/CV
2. Undergraduate and Graduate Transcripts
3. Evidence of Teaching for AT LEAST Three (3) Years
4. Evidence of a Master's Degree in the Subject Area Being Taught OR a Master's Degree in Education with a Concentration in the Subject Area

**High School Name** \_\_\_\_\_

**High School Address** \_\_\_\_\_

\_\_\_\_\_

**Name of Contact for High School Programs** \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Name of Teacher/Applicant** \_\_\_\_\_

**Email Address** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Adelphi Course Title(s)** \_\_\_\_\_

\_\_\_\_\_

**Course No.** \_\_\_\_\_ **Target Start Date** FALL 20\_\_ SPRING 20\_\_

*Please note that the submission of this form and the above listed materials DOES NOT guarantee that a teacher will be approved to lead an Adelphi High School Program approved course.*