

Application for Admission

*Candidates whose application is postmarked on or before January 31, 2008 will receive a \$200 credit towards tuition.



Please print or type clearly

Name _____
 Maiden or Former Married Name _____
 Social Security Number _____
 Street Address _____
 City, State & Zip Code _____
 Home Telephone _____
 Day Time Telephone _____
 Fax _____
 Email _____

Undergraduate School: _____ Graduate School (if applicable): _____

Desired Educational Leadership License (please choose only one)

- | | | |
|-------|-------------------------------|----------------|
| _____ | Principal/Assistant Principal | Grades Pre K-6 |
| _____ | Principal/Assistant Principal | Grades 5-8 |
| _____ | Principal/Assistant Principal | Grades 9-12 |
| _____ | *Supervisor/Director | ALL |

*Please note MDOE regulations 603 CMR 7.00 requirement for advanced graduate credits or degree in one of the core academic courses a supervisor/director candidate wishes to supervise.

Required Credentials for Admission & Licensure	
	Application.
	250-500 word essay stating career and professional goals.
	Candidate's Resume or Vitae
	Copy of current Teaching Certificate indicating Prerequisite License.
	A separate letter on school district letterhead from a school or schools certifying a minimum of three years, full-time experience working under an MDOE-approved license.* This letter must be on official school letterhead and must include the following: candidate's name, social security number and teachers license number. Photocopies and/or faxed copies are not acceptable.
	A recommendation from each of the following: a. District Superintendent b. Principal c. Other (Please use the forms provided on the following pages)
	Two original sets of undergraduate transcripts. Transcripts must be sent directly to the MSSAA from your College or University.
	\$50.00 Application fee payable to MSSAA
	MTEL results (copy is acceptable)
	Copy of GRE or MAT scores (<i>only required if you are interested in earning credit from Endicott College</i>). If you already hold a Master's Degree, you do not need to send a copy of these test scores.

How did you hear about the LLP? _____

What caused you to select our program? _____

Leadership & Licensure Program

c/o MSSAA

33 Forge Parkway

Franklin, MA 02038

Phone: 508-541-7997

Fax: 508-541-9888



Reference for Admission

LLP APPLICANT: Please complete the information requested in the box below before giving this form to the person you have chosen to give your referral.

Name of Applicant: _____ SS#: _____

Proposed Area of Study: *(please choose only one)*

_____	Principal / Assistant Principal	Grades PreK-6
_____	Principal / Assistant Principal	Grades 5-8
_____	Principal / Assistant Principal	Grades 9-12
_____	Supervisor/Director	ALL

SECTION 1: Disclosure Provisions

To Student Applicant: The recommendation given below will become part of your admission file. It will be used only for admission and will not be disclosed to any unauthorized individual without your written consent.

Please check the appropriate space below and sign the statement before forwarding this form to your referee for completion.

I have read the information above and hereby waive ___ do not ___ waive my right of access to this document should I enroll in the MSSAA/Teachers²¹/MASCD Leadership Licensure Program.

Signature: _____ **Date:** _____

Name of Person Giving Referral: _____

To the Person Giving Referral: The individual named above has applied for admission to a certification program at MSSAA. Under the 1974 Family Educational Rights and Privacy Act, this applicant will have access to your recommendation unless he/she has waived that right in the space provided above.

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

Please state your opinion of the applicant's probability of success as a professional pursuing a career as an educational leader. Comments relating to professional competence & leadership potential would be helpful. Thank you for taking the time to complete this reference.

Name of Applicant: _____

Rating Scale	
Outstanding	<i>Exceeds expectations; has demonstrated outstanding achievement and competence</i>
Above Average	<i>Meets above-average expectations; has demonstrated above-average achievement and competence</i>
Acceptable	<i>Meets average/normal expectations; has demonstrated limited average achievement and competence</i>
Unqualified	<i>Insufficient evidence to demonstrate competence</i>

	Unqualified	Acceptable	Above Average	Outstanding
<i>Professional Competence</i>				
<i>Academic Ability</i>				
<i>Organizational Skills</i>				
<i>Leadership Ability or Potential</i>				
<i>Time Management Skills</i>				
<i>Interpersonal Skills</i>				
<i>Communications Skills</i>				
<i>Varied Educational Experiences</i>				
<i>Involvement in School Activities/Functions</i>				
<i>Common Sense/Readiness for Administrative Position</i>				
OVERALL RATING				

STATEMENT ~ Please Attach Additional Sheets if Necessary

Please state your opinion of the applicant's probability of success as a professional pursuing a career as an educational leader. Comments relating to professional competence & leadership potential would be helpful. Thank you for taking the time to complete this reference.

OVERALL RECOMMENDATION

Name of Applicant: _____

OVERALL RECOMMENDATION

- Yes, I highly recommend for admission
 Yes, I recommend for admission
 Yes, with reservations
 No, I do not recommend for admission

Name of Person Writing Reference	Position	Date
Institution		
Address	Signature	
Telephone	Email	

For Superintendent & Principal's Reference Only:	I agree to support this candidate and provide opportunities to complete a 300-hour practicum experience during his/her LLP course of study. _____ (Signature & Date)
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Please mail or fax reference directly to:

**Leadership Licensure Program
c/o MSSAA
33 Forge Parkway
Franklin, MA 02038
Fax: (508) 541-9888**

Please Check Reference Type

- District Superintendent
 Principal
 Other