SDL Application Process and Guidelines

Students who have successfully completed the Leadership Academy and their 500-hour Principal/Assistant Principal internship (SBL) are eligible to complete the requirements for a Superintendent's license (SDL). To attain the SDL, students must complete (1) a 300-hour internship (ADMN 712), and (2) a 3-credit on-line course offered each year in June (CAGS 806). (CAGS 806 can also be used towards a 9-credit CAGS.) Students must go through a simple application process before they begin their SDL. Here are the steps:

Students need to submit the following to Michelle Delisle before they can register:
1. Written (e-mail) confirmation to Michelle Delisle from the student's MCLA College Supervisor that (1) the student is in a position to complete the SDL, (2) they are available to oversee it, and (3) a time frame for completion
2. Letter of support from the person who will serve as Site Supervisor
3. Copy of the Site Supervisor's district level certification/license

Students need to submit the following to their MCLA College Supervisor after they have been cleared to register:
1. Letter of support from the Site Supervisor
2. Completed calendar and PSAL Matrix

Upon successful completion of the SDL internship, students need to upload the following in Canvas and submit required documents to their MCLA College Supervisor:
1. Completed Practicum Form (Appendix C) (original hard copy)
2. Log of hours (in Canvas and hard copy)
3. Completed Final PSAL Matrix (Appendix D) (hard copy)
4. Professional Portfolio (Canvas)
5. Request for Licensure Recommendation Form (Appendix E) (original hard copy)
6. Letter of Endorsement from Site Supervisor (original hard copy)
7. All Canvas spaces complete
8. Final reflection/Administrative Brief (Canvas)

SDL Application

Student name: _____ Student ID A#: _____

Email address: _____

Student Signature: _____

Proposed Site District: _____

Address: _____

Site Supervisor's Name: _____

Position: _____

Email address: _____

Site Supervisor Signature: _____

Return this form to Michelle Delisle
Mail: MCLA, Education Department, 375 Church Street, North Adams, MA 01247
Email: M.Delisle@mcla.edu, or Fax: 413.662.5387