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:

Complete the form below and return it to leadershipacademy@mcla.edu

Students need to submit the following to the Leadership Academy before they can register:
1. Written (e-mail) confirmation 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. Completed Site Supervisor Credential and Endorsement Form
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. Completed Site Supervisor Credential and Endorsement Form
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 (Leadership Academy Handbook, p. 35) and (original hard copy)
2. Log of hours (in Canvas and hard copy)
3. Completed Final PSAL Matrix
4. Professional Portfolio (Canvas)
5. Request for Licensure Recommendation Form (Leadership Academy Handbook, p. 29) (original hard copy)
6. Completed Site Supervisor Credential and Endorsement Form (original hard copy)
7. All Canvas spaces complete
8. Final reflection/Administrative Brief (Canvas)

SDL Application/Statement of Intent to Register

Student name: _____ Student ID A#: _____

Email address: _____

Student Signature: _____

Registering for ADMN 712:	Spring 2024	Summer 2024	Fall 2024
NY Candidates: Registering for CAGS 806:	June 2024	June 2025	

Proposed Site District: _____

Address: _____

Site Supervisor's Name: _____

Position: _____

Email address: _____

Site Supervisor Signature: _____

Return this form to Leadership Academy at leadershipacademy@mcla.edu