

## SDL Application Process and Guidelines

Students who have successfully completed their 500 hour Principal internship (SBL) are then eligible to complete the requirements for a Superintendent's license (SDL). To attain the SDL students must complete (1) a 300 hour internship and (2) a 3-credit on-line course in June of their second year in the program (the 3-credit course 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:

1. Students need to submit the following to Michelle Delisle before they can register:
  - a. Written (e-mail) confirmation to Michelle Delisle from your MCLA SBL internship supervisor that (1) you are in a position to complete the SDL, (2) they are available to oversee it, and (3) a time frame for completion.
  - b. Letter of support from on-site supervisor
  - c. Copy of on-site supervisor's district license
  
2. Students need to submit the following to their MCLA supervisor after they have been cleared to register:
  - a. Letter of support from the on-site supervisor
  - b. Completed calendar and PSA Matrix
  
3. Upon successful completion of the SDL internship, students need to upload into the digication and submit to their MCLA Supervisors the following:
  - a. Completed Practicum Form (Appendix C) (original hard copy)
  - b. Log of hours (in digication and hard copy)
  - c. Completed Final PSA Matrix (Appendix D) (hard copy)
  - d. Professional Portfolio (digication)
  - e. Request for Licensure Recommendation Form (Appendix E) (original hard copy)
  - f. Letter of Endorsement from on-site supervisor (original hard copy)
  - g. All digication spaces complete
  - h. Final reflection/Admin Brief (digication)

### SDL Application

Student name: \_\_\_\_\_ Student ID A#: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

Proposed Site School: \_\_\_\_\_

Address: \_\_\_\_\_

On-Site Supervisors Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

On-Site Supervisor Signature: \_\_\_\_\_

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