



Addendum – Superintendent Certification Program Application Tarleton State University

Now that you have completed the online program application, please **mail** this completed addendum form and a copy of your teacher certification, a copy of your principal certification, service records (with district authorized signatures), letter of reference from current supervisor (e.g., superintendent), signed FERPA release (attached), and signed Code of Ethics (attached) to

**Tarleton State University
Attn: Superintendent Certification Program
Applications Box T-0815
Stephenville, TX 76402**

All students that desire admission to the Superintendent Certification Program must apply and be admitted to the program **prior to** enrolling in any courses. Required documentation must be received by the printed due dates for consideration of admission for the identified semesters.

Semester	Due Date	
	Begin 1 st 8 wk	Begin 2 nd 8 wk
Spring	Nov 1	Feb 1
Summer	April 1	-
Fall	July 1	Sept 1

Applicant Information

Please provide the following personal information.

Legal Name

Last

First

Middle Initial

Maiden

TEA ID _____

Tarleton UID _____

Tarleton UID can be found on the College of Graduate Studies acceptance email

Signature

By signing below, you certify that all information provided is accurate and true.

Signature _____ Date _____

Original signature is required. Do NOT fax or e-mail this application addendum.



Checklist of Required Items Superintendent Certification Program Application

Name _____ UID _____

_____ TEA ID _____ Please

include the following items with your Program Application Addendum. Mail to:

Department of Educational Leadership & Policy Studies
Tarleton State University
Attn: Superintendent Certification Program Applications
Box T-0815
Stephenville, TX 76402

- Program Application Addendum
 - Completed Checklist
 - Signed FERPA Statement
 - Signed Code of Ethics
 - Written interview response (1-2 page max, 12 point font)
 - Verbal/Oral interview with advisor (Schedule and complete with advisor)
 - Resume
- Teacher Certificate (copy)
- Principal Certificate (copy)
- Service Records (with district authorized signatures)
- Letter of reference from current supervisor (e.g., superintendent)
- I understand that, if admitted and I choose to enroll, I will need to pay a one-time \$1,000 program fee above and beyond tuition and fees to the Department of Educational Leadership & Policy Studies to cover program costs.

FERPA Consent to Release Educational Records and Information

Superintendent Certification Program

Tarleton State University

This release represents your written consent to permit Tarleton State University to disclose educational records and any information contained therein to the specific individual(s) identified below. Please read this document carefully and complete all of the blanks.

I _____ am a candidate for Superintendent Certification and hereby give my
Name

voluntary consent to officials:

A. To disclose the following records:

- Records relating to any of my field-based experiences
- Records relating to my performance in the field
- TExES test score results

B. To the following person(s):

- School districts or other agencies associated with field-based experiences
- School-based/Agency-based administrators
- School-based/Agency-based supervisors/mentors
- Program faculty

C. These records will be released for the purpose of:

- Conversing and reviewing performance
- Acquiring feedback
- Procuring required signatures

I understand that under the Family Educational Rights and Privacy Act of 1974 (“FERPA 20 USC 123g;34 CFR §99; commonly known as Buckley Amendment”) no disclosure of my records can be made without my written consent unless otherwise provided for in legal statutes and judicial decisions. I also understand that I may revoke this consent at any time (via written request to Educator Preparation Services) except to the extent that action has already been taken upon this release. Further, without such a release, I am unable to participate in any field-based experiences.

Signature of Candidate

Date

Candidate UID _____

Candidate TEA ID _____

Phone number _____

Email address _____

Code of Ethics
Superintendent Certification Program Tarleton
State University

I hereby affirm I have read and thoroughly understand the Texas Educators' Code of Ethics, TAC RULE §247.2 (http://bit.ly/tx_ed_code_ethics) and will abide by all enforceable standards therein.

I understand that as a student of the Tarleton State University Superintendent Certification Program that I am expected to abide by the Texas Educators' Code of Ethics standards in the public schools and in program college classrooms.

I further understand that if I am found in violation of any of the standards that I will be removed from the TSU Superintendent Certification Program.

Candidate's Printed Name

Date

Candidate's Signature

UID

TEA ID

Written Interview

Superintendent Certification Program
Tarleton State University

Please respond to the following scenario with a one to two page written response.

After applying through a search firm, you have been invited to interview for a superintendent position in a mid-size Texas 4-A school district. On a separate typed document, complete the following activities:
a) Describe in writing the steps you would take to prepare for the interview; b) Create a 3 to 5 slide PowerPoint that shows how you would address the district learning community regarding the state of the district; c) At the end of the document, list four questions that you anticipate being asked during the interview. (Use 12 point font). Include your name, date, and UID on the document. Label each section.

TSU Superintendent Professional Resume' of Leadership

For admission into the Superintendent program, please submit a professional resume' of leadership that includes the following in the order provided:

Name

Address

Contacts (phone, emails, professional social media)

Education

Service Organizations (Memberships)

Career (Job title, Place, Year(s))

Experience In Curriculum/Instruction

Experience In Student Engagement

Experience In Discipline/Social, Emotional Learning (SEL)/PBIS

Experience In Instructional Technology

Experience In School Finance/Budgeting

Experience In Facilities/Maintenance/Custodial

Experience In Parental Involvement

Experience In Human Resources

Experience In Communication

Experience In Business/Community Involvement

Experience In Ethical/Legal/Political Decision Making

Local, State or National Presentations (Including Board Meetings)

Local, State or National Publications