

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 Superintendent/SDL license, students must complete a 300-hour internship (ADMN 712) and a 3-credit on-line course (CAGS 806) in June of their second year in the program. (CAGS 806 can also be used toward the 9-credit CAGS).

Students must go through a simple application process before they begin their Superintendent/SDL courses. 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 their MCLA College Supervisor that states the student is in a position to complete the Superintendent/SDL, the College Supervisor is available to oversee it, and a time frame for completion.
 - b) Letter of support from a Site-Supervisor
 - c) Copy of Site Supervisor's District-level license (must be held for three years).
2. Students need to submit the following to their MCLA College Supervisor after they have been cleared to register:
 - a) Letter of support from the Site Supervisor (see above)
 - b) Completed calendar and PSA Matrix
 - c) Completed Application Form (see below)

Upon successful completion of the Superintendent/SDL internship, students need to upload into Canvas and submit to their MCLA College Supervisor the following:

- a) Completed Practicum Form (Handbook Appendix C) (original hard copy)
- b) Log of hours (in Canvas and hard copy)
- c) Completed Final PSA Matrix (Handbook Appendix D) (hard copy)
- d) Professional Portfolio (Canvas)
- e) Request for Licensure Recommendation Form (Handbook Appendix E) (original hard copy)
- f) Letter of Endorsement from Site Supervisor (hard copy)
- g) All Canvas spaces complete
- h) Final reflection/Admin Brief (Canvas)

SDL Application

Student name: _____ Student ID A#: _____

Email address: _____

Student Signature: _____

Proposed Internship Site: _____

Address:

Street: _____

City: _____

State: _____

Zip Code: _____

Site Supervisor Name: _____

Position: _____

Email address: _____

Site Supervisor Signature: _____

Submit application by

Mail: MCLA, Education Department, 375 Church Street, North Adams, MA 01247

Email: M.Delisle@mcla.edu

Fax: 413.662.5387