

# *Transition to Superintendency Program*

## **Application Information**

To be considered for acceptance into the *Transition to Superintendency Program* a confidential review of the application and supporting documents, and confidential conversations with your references, are parts of the application process. An application will not be considered complete until all of the following application information is provided by the applicant:

- 1. Letter of interest (weighted for quality of interest in the TSP and writing skills)**
- 2. Current resume (weighted for professional standards)**
- 3. Separate list of the names, addresses, positions and telephone numbers of five professional references (must include current supervisors)**
- 4. Original letter of verification mailed directly from your school district (District Clerk, Superintendent of Schools, or office of human resources) to the Executive Program Administrator certifying your current active employment as a full time school administrator and tenure in your current administrative position.**

**NOTE: If you are not currently tenured in your current administrative position you may request permission to enroll in the program. (Example, you just moved to a new position from a tenured position.)**

- 5. *Transition to Superintendency Program* APPLICATION**

All application information must be received prior to consideration for admittance. All correspondence and supporting documents may be duplicated, distributed and evaluated by faculty, and become part of the permanent application record. Complete applications will be given consideration in the order received, then based on applicant qualifications, readiness for the superintendency, and available space in the upcoming cohort. The Transition to Superintendency Program has a limited participant enrollment. Some applicants may be given alternate admission status, in a future cohort.

A *Tuition Option Selection Form* must be completed and returned upon notice of admittance into the Transition to Superintendency Program.

There are no college graduate course credit hours as part of this program.  
(See: for graduate credit see the Superintendent Development Program.)

### *Transition to Superintendency Program*

**FAX all application information to: (716) 672-5472 then mail original to:**

Educational Leadership Institute - TSP

James M. Merrins, Ed.D., Executive Program Administrator

42 Rosalyn Court

Fredonia, New York 14063

Telephone: (716) 672-5473

FAX: (716) 672-5472

e-mail: [jmerrins@cecomet.net](mailto:jmerrins@cecomet.net)

# *Transition to Superintendency Program*

## **APPLICATION**

    Ms.     Mr.     Dr. **Full Name** \_\_\_\_\_

**Informal First Name** (Name tags, casual conversation, etc.) \_\_\_\_\_

**Requested Cohort / Start Date:** \_\_\_\_\_

**Requested Cohort Location:** \_\_\_\_\_

**Home Address:**

**Work Address:**

**Street** \_\_\_\_\_

**Name of District** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Unit** \_\_\_\_\_

**Telephone (     )** \_\_\_\_\_

**Street** \_\_\_\_\_

**Cell Phone (     )** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Work FAX (     )** \_\_\_\_\_

**Work Telephone (     )** \_\_\_\_\_

**BOCES Region** \_\_\_\_\_

**Preferred E-mail Address** \_\_\_\_\_

If newly appointed Superintendent of Schools:

Name of School District: \_\_\_\_\_ Start Date: \_\_\_\_\_

I hereby request admission into the Transition to Superintendency Program. I have read and understand the application information. I understand that once starting the program (attending the first session) I am responsible for the tuition, even if I drop out of the program for any reason.

**Applicant's Signature** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

*All applicants will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disabilities or marital status.*

**Sponsored by**

**Educational Leadership Institute (ELI)**

**Educational Support Services**

James Merrins, Executive Program Administrator

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**[www.SuperintendentOfSchools.com](http://www.SuperintendentOfSchools.com)**