

**APPLICATION FOR ADMISSION TO THE
EDUCATIONAL LEADERSHIP PROGRAM**

This form must be completed by applicants for admission to a graduate program and returned to the Department of Education, St. Lawrence University, Canton, NY 13617. **It is important that this application is submitted before any other material to avoid confusion.**

Legal Name _____
Last First Middle Maiden

Social Security # _____ Email Address _____ Birth Date _____

Permanent Phone () _____ Local Phone () _____

Citizenship U.S. _____ Other _____ Permanent Resident U.S. _____ Visa Type _____

Permanent Address _____
Street

_____ **Town/City State Zip**

Current Address _____
Street

_____ **Town/City State Zip**

Present Occupation: (State date/position accepted; present employers) _____

Specific Duties: _____

Previous Positions: (Dates of Employment) _____

Education

High School _____ Year Graduated _____

College(s) _____

Name Address

Major Degree Date

Name Address

Major Degree Date

Name Address

Major Degree Date

Do you have a teaching certificate? Yes _____ No _____ If yes, please state number _____

Issuing State _____ In what area or areas? _____

List all honors earned in previous college work _____

List professional organizations of which you are a member _____

Indicate whether you plan to be a full or part-time student and when you expect to complete your graduate work _____

Do you intend to apply for a graduate assistantship? Yes _____ No _____

➤ **Inquiries should be addressed to the program coordinator.**

Do you have transfer work? Yes _____ No _____

Indicate the program and option for which you are applying:

_____ M.Ed., School Building Leadership (no prior M.Ed. required)

_____ M.Ed., Non-Certification Option

_____ Certificate of Advanced Study (CAS – Combined School Building Leader/School District Leader Option – prior M.Ed. required)

_____ Certificate of Advanced Study (CAS) in Educational Leadership – School District Leader

The following must be submitted in addition to the completed application form:

1. Candidates must hold a baccalaureate from an accredited institution.
2. Candidates must possess a permanent or professional certificate in the classroom teaching service or pupil personnel service.
3. Candidates must complete the Department of Education standard application form for Educational Leadership.
4. Candidates must provide official transcripts of all undergraduate and graduate work.
5. Candidates must supply evidence of certification and satisfactory completion of three years of educational work in public schools. (this does not include Non-Certification Applicants)
6. Candidates must submit three letters of recommendation: one letter from a practicing school building or district administrator who is recommending the candidate as having the capacity to be or become an effective school leader based on the nine Essential Elements of Effective Leaders, one letter from an individual who has first-hand knowledge of the candidate's professional competence, and one letter from an individual who has knowledge of the candidate's academic competence.
7. Candidates must provide evidence of their capacity to become educational leaders by completing a five page, double spaced, writing sample stating their leadership philosophy in relation to the nine Essential Characteristics of Effective Leaders.

All matriculated international students at St. Lawrence University must have a completed form I-20, issued by the University's International & Intercultural Studies office. In order for the University to issue the form, you must provide the following:

1. A completed **Certificate of Finances** from the student.
2. A copy of the completed **Application Form** to the Program.
3. A copy of the **Acceptance Letter** from the Program Coordinator.
4. A copy of any **Financial Aid Award Letter** (if applicable).

It is the **student's responsibility to submit these forms to the Department of Education Office.** The Education Department will forward completed folders to the International Studies office. Questions concerning the Certificate of Finances can be directed to: **Deborah Harrison, Student Life Office, Room 236, Student Center, St. Lawrence University, Canton, NY 13617, USA, Telephone is (315) 229-5992.**

FOR DEPARTMENTAL USE ONLY:

Date Admitted _____ Anticipated Completion Date _____

Program Coordinator Signature _____

Official: Please Provide Your Racial/Ethnic Background

The Federal Government has changed the categories for reporting race and ethnicity for colleges, to make them comparable to U.S. Census data. Please take a minute and answer the 2 questions below. St. Lawrence recognizes and values difference; the information you provide here will also assist us with our planning and programming. For questions, contact [Christine Zimmerman](#), Director of Institutional Research.

PLEASE ANSWER BOTH QUESTIONS BELOW. *(For definitions, click the highlighted categories)*

1. Do you consider yourself as:

- Hispanic or Latino
- Not Hispanic or Latino

2. What is your race? Please mark one or more races.

- White
- Black or African American
- Asian
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander

Please feel free to further clarify your responses above.

The following general guidelines are provided by the US Department of Education for the ethnic/racial categories:

- **Hispanic or Latino** is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. (Individuals from Spain may select “Hispanic/Latino” because of their Spanish cultural heritage. When selecting a race they may select “White” for their European origin or any other race with which they identify.)
- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the Black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Essential Knowledge and Skills for Effective School Leadership

1. **Leaders Know and Understand what it means and what it takes to be a Leader**

Leadership is the act of identifying important goals and then motivating and enabling others to devote themselves and all necessary resources to achievement. It includes summoning one's self and others to learn and adapt to the new situation represented by the goal.

2. **Leaders Have a Vision for Schools That They Constantly Share and Promote**

Leaders have a vision of the ideal, can articulate this vision to any audience, and work diligently to make it a reality. Leaders also know how to build upon and sustain a vision that preceded them.

3. **Leaders Communicate clearly and effectively**

Leaders possess effective writing and presentation skills. They express themselves clearly, and are confident and capable of responding to the hard questions in a public forum. They are also direct and precise questioners, always seeking understanding.

4. **Leaders Collaborate and Cooperate with others**

Leaders communicate high expectations and provide accurate information to foster understanding and to maintain trust and confidence. Leaders reach out to others for support and assistance, build partnerships, secure resources, and share credit for success and accomplishments

School leaders manage change through effective relationships with school boards.

5. **Leaders Persevere and take the "Long View"**

Leaders build institutions that endure. They "stay the course," maintain focus, anticipate and work to overcome resistance. They create capacity within the organization to achieve and sustain its vision.

6. **Leaders Support, Develop and Nurture Staff**

Leaders set a standard for ethical behavior. They seek diverse perspectives and alternative points-of-view. They encourage initiative, innovation, collaboration, and a strong work ethic. Leaders expect and provide opportunities for staff to engage in continuous personal and professional growth. They recognize individual talents and assign responsibility and authority for specific tasks. Leaders celebrate accomplishments. They identify, recruit, mentor, and promote special leaders.

7. **Leaders hold themselves and others Responsible and Accountable**

Leaders embrace and adhere to comprehensive planning that improves the organization. They use data to determine the present state of the organization, identify root cause problems, propose solutions, and validate accomplishments. Leaders respect responsibility and accountability and manage resources effectively and efficiently. They require staff to establish and meet clear indicators of success.

Leaders in education also know and understand good pedagogy and effective classroom practices and support sustained professional development. They recognize the importance of learning standards and significance of assessments.

8. **Leaders Never Stop Learning and Honing Their Skills**

Leaders are introspective and reflective. Leaders ask questions and seek answers. Leaders in education are familiar with current research and best practice, not only in education, but also in other related fields. They maintain a personal plan for self-improvement and continuous learning, and balance their professional and personal lives, making time for other interests.

9. **Leaders Have the Courage to take Informed Risks**

Leaders embrace informed, planned change and recognize that everyone may not support change. Leaders work to win support and are willing to take action in support of their vision even in the face of opposition.