



**Superintendent Certification Program Application  
Tarleton State University**

Students preparing certification as a Superintendent must make application to be formally admitted to the program per state law. This occurs prior to beginning coursework and practicum hours that apply to and are required for certification recommendation. Please provide all requested information, which is required for mandatory state reporting purposes. Please e-mail this completed application 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:

**SuptCert@tarleton.edu**  
**Tarleton State University**  
**Attn: Superintendent Certification**  
**Program Applications Box T-0815**  
**Stephenville, TX 76402**  
(254) 968-1947 Phone 254-968-9979 Fax

Required documentation must be received by the printed due dates for consideration of admission for the identified semesters.

	Begin 1 8 wk	Begin 2 8 wk
Spring	Nov 1	Feb 1
Summer	April 1	-
Fall	July 1	Sept 1

**Applicant Information**

Legal Name \_\_\_\_\_  
Last First Middle Initial Maiden

Address \_\_\_\_\_ City State Zip Code

Date of Birth \_\_\_\_\_ Gender : Male Female

Candidate TEA ID \_\_\_\_\_ Tarleton UID \_\_\_\_\_  
Tarleton UID can be found on the College of Graduate Studies acceptance email

Email address \_\_\_\_\_ Phone number \_\_\_\_\_

Alternate Email \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Campus (select one): Stephenville Fort Worth Waco Midlothian

Race: American Indian/Alaskan Native Asian Black or African American  
Native Hawaiian/Pacific Islander White Other \_\_\_\_\_

Ethnicity: Hispanic/ Latino Yes No No

Do you currently possess a valid Teaching Certificate? Yes No

If yes, issuing state: \_\_\_\_\_ Certificate expiration date: \_\_\_\_\_





## **Checklist of Required Items Superintendent Certification Program Application**

Name \_\_\_\_\_ UID \_\_\_\_\_ TEA ID \_\_\_\_\_

Please include the following items with your Program Application Addendum. E-mail to:  
SuptCert@tarleton.edu

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)
  - ☐ Copies of transcripts fro college level coursework completed from all schools

Please do not submit applications with missing elements or without above listed documents. Beginning July 1, 2017, upon submission and acceptance, a \$35.00 application fee will be billed to your Tarleton account, and upon formal acceptance of admission to the program, a \$55.00 ASEP Technology Fee assessed by the Texas Education Agency will also be billed to your account. You will be able to pay these fees using a credit or debit card or electronic check by logging into myGateway, then navigating to Texan Bill Pay. Payment may also be made in person at the Cashier's Office.

## 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 a Tarleton State University professional level  
Printed Legal Name

certification program of Superintendent Certification and hereby give my 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
- Required state and federal reporting

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 including 160 clock hours of observation, clinical teaching, practicum or internship.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

Tarleton 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](http://bit.ly/tx_ed_code_ethics)) and will abide by all enforceable standards therein.

I understand that as a candidate of a Professional Educator Certification Program, Superintendent Certification, at Tarleton State University Superintendent Certification Program, 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 I am expected to abide by any additional standards and policies as set forth by the individual Professional Certification Program to which I am seeking admission

I further understand that if I am found in violation of any of the standards, I will be removed from the Tarleton Professional Educator Certification Program and will become ineligible to be recommended for the Superintendent Certification.

\_\_\_\_\_  
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**