



Application Materials Checklist

Education Specialist Degree in Educational Leadership

Application Deadline

April 15 for Summer Semester

December 1 for Spring, June 1 for Fall Semester

All materials not submitted electronically at the time of the application should be placed together in a packet and submitted by mail or in person at one time after the application has been submitted. Please leave sealed items in their original envelopes when putting them in the packet.

<input type="checkbox"/>	Online Graduate Application – There is a non-refundable \$60 application fee. http://www.kennesaw.edu/graduate/admissions/onlineapplication.php
<input type="checkbox"/>	Transcripts – Official transcripts from EACH College and/or University you have attended. Must be in sealed envelope from the institution.
<input type="checkbox"/>	Clear Renewable Georgia Teaching Certificate - To print a copy of your Georgia clear, renewable certificate, you may log onto www.gapsc.com .
<input type="checkbox"/>	Resume or Professional Vitae - Can be uploaded into the online application Should document your education, years of teaching experience, current school and district, volunteer /service activities in which you have participated and any leadership involvement. Resume MUST reflect at least FOUR years of professional teaching or administrative experience prior to admission consideration.
<input type="checkbox"/>	Mentor Form – Attached to this checklist
	Superintendent Endorsement Form – Attached to this checklist
	Interview - An interview may be required. If so, you will be contacted by the program to set up an interview.
	Notes: <ol style="list-style-type: none"> 1. You must be classified by your school district as being in a “leadership role” 2. Agreement that your school district agrees to “support” you in this program (please check with your HR department for more information). 3. Hold a master’s degree in educational leadership, OR current Georgia leadership certification (L), OR complete an online six (6) hour PSC-approved “leadership preservice.” Have a minimum of four (4) years of teaching or administrative experience

International Students (Visa and Green Card holders) for additional requirements see:
http://www.kennesaw.edu/graduate/admissions/international_admissions.php

Final admission decisions may be based on a combination of factors, including academic degrees and records, the statement of purpose, letters of recommendation, test scores, and relevant work experience. Also considered is the appropriateness of the applicant’s goals to the degree program in which they are interested and to the research interests of the program’s faculty. In addition, consideration may be given to how the applicant’s background and life experience would contribute significantly to an educationally beneficial mix of students.

Mail Address: 3391 Town Point Drive, MD 9109, Kennesaw, GA 30144
 Physical/Delivery Address: 3391 Town Point Drive, Suite 1800, Kennesaw, GA 30144
 Phone: 470-578-4377 • Fax: 470-578-9172 • www.kennesaw.edu/graduate/admissions



Bagwell College of Education
Department of Educational Leadership
District/School Mentor Agreement

Candidate's Name (Print) : _____

Candidate's KSU Application ID #: _____

Place of Employment: _____ School District: _____

Candidate's Leadership Role in School: _____

The Performance-Based Educational Leadership Certification Program complies with the Professional Standards Commission requirements for developing educational leaders.

District Commitment:

Leader Candidates accepted into the Performance-Based Educational Leadership Certification Program must have a commitment from the system and building level to provide support as indicated in the University/School System Partnership for the Development of Educational Leaders. Each candidate's residency will be supervised by a Leader Candidate Support Team (LCST) comprised of the candidate, the university supervisor, a trained and qualified coach provided by the university, and a mentor from the building or system level.

District/School Mentor Commitment:

The mentor is a supervisor/building administrator or system designee who provides guidance, knowledge, opportunities to lead, and advice on an ongoing and regular basis throughout the program of study. The mentor serves as a member of the Leader Candidate Support Team that oversees the development and evaluation of the candidate's performance. The team will meet every semester during the residency period to create with the candidate the Individual Induction Plan, establish observation experiences, evaluate progress and establish areas of need, and determine if the residency requirements have been satisfactorily met. The mentor will provide 8-12 hours of support per semester by guiding the Leader Candidate in applying the knowledge and skills specified in the Induction Plan and by observing the candidate's performance and providing feedback.

Leader Candidate Responsibility:

The candidate is required to obtain an agreement from a supervisor/building administrator or system designee to serve as mentor and fulfill the responsibilities outlined above.

Name of Candidate (Print)

Signature of Candidate and Date

Name of Mentor (Print)

Signature of Mentor and Date

Name of Principal (Print)

Signature of Principal and Date

For applications to be complete, this form must be returned to the Office of Graduate Admissions
Forms can be faxed: 470.578.9172, emailed: ksugrad@kennesaw.edu or mailed to:
Kennesaw State University
Office of Graduate Admissions
Box 9109
3391 Town Point Drive
Kennesaw, GA 30144



**Department of Educational Leadership
Performance-Based Certification
Educational Leadership
Superintendent's Endorsement for Application to Program**

To be Completed by Candidate Applicant:

Candidate's Name (Print): _____
Last First M.I.

Candidate's KSU Application ID # _____

School System: _____ School Name: _____

To be Completed by Referring School System:

The above candidate applicant has the district and school support to enter the Performance-Based Educational Leadership Certification Program at Kennesaw State University. The school and system will participate in the program as outlined in the University/School System Partnership Agreement for the Development of Educational Leaders.

Candidate Signature

Date

Principal or
Central Office Supervisor (Print)

Signature of Principal or
Central Office Supervisor & Date

Superintendent or Designee (Print)

Signature of Superintendent
Or Designee & Date

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