

**MCLA
Leadership Academy
SDL Application**

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 SDL students must complete a 300-hour internship (ADMN 712), and if from New York, a 3-credit on-line course in June of their second year in the program (CAGS 806). Students must submit this simple application before they can register and begin their SDL. Here are the steps:

Students need to submit the following to Marianne Young, Leadership Academy Director before they can register:

- Written (e-mail) confirmation to Marianne Young from the MCLA SBL College Supervisor stating that
 - the student is in a position to complete the SDL
 - they are available to oversee the internship
- [Completed Site Supervisor Credential and Endorsement Form](#) (Site Supervisor must have served under their license and at the district level for at least three years.)
- Copy of the Site Supervisor’s district level license/certification

Students need to submit the following to their MCLA College Supervisor after they have been cleared to register:

- Completed calendar and PSAL Matrix of Proposed Activities

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

1. Completed Practicum Form (Appendix C) (original hard copy)
2. Log of hours (in Canvas and hard copy)
3. Completed Final PSAL Matrix (Appendix D) (hard copy)
4. Professional Portfolio
5. Request for Licensure Recommendation Form (Appendix E) (original hard copy)
6. Site Supervisor Credential and Endorsement Form
7. Final Reflection/Admin Brief (Canvas)

SDL Application

Student name: _____ Student ID A#: _____

Email address: _____

Student Signature: _____

Proposed District Internship Site: _____

Address: _____

Site Supervisor’s Name: _____

Position: _____

Email address: _____

Site Supervisor Signature: _____

Submit by mail to MCLA, Education Department, 375 Church Street, North Adams, MA 01247
Submit by email to marianne.young@mcla.edu,
Submit by Fax to 413.662.5387