

## Administrative Services Credential District Approval Form

Applicant Name: \_\_\_\_\_  
Current Assignment: \_\_\_\_\_  
School: \_\_\_\_\_  
Phone: \_\_\_\_\_

### District Approval

Candidates in this program are required to spend one (1) day each week for 12 weeks working as a 'student' administrator, shadowing an existing principal (fieldwork administrator) at a different school site than the candidate's school. The program will bear the cost of the substitute (up to \$150/day) through reimbursement to the district. The substitute selected will be at the discretion of the employing district and should be consistent throughout the 12 days. Candidates will work with their administrator and fieldwork administrator to set a schedule that is the least disruptive to student learning. If you have any questions about this please contact the Program Coordinator, Danielle Silva at (209) 468-9172 or email [dasilva@sjcoe.net](mailto:dasilva@sjcoe.net).

The above-named applicant has permission to participate if accepted into the TCSJ Administrative Services Credential Program, for the required 12 days of fieldwork. I understand that the applicant will complete his/her fieldwork offsite.

This permission does not constitute a recommendation.

\_\_\_\_\_  
Site Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Signature

### *Applicants please note:*

- You will be required to complete an application and submit verification of teaching experience and credential prior to acceptance.
- Participation requires district approval.

***Return this form to:***  
Teachers College of San Joaquin  
Attn: Danielle Silva  
P.O. Box 213030  
Stockton, CA 95213  
or FAX to (209) 468-9124