



Preliminary Administrative Services Credential Program
District Approval Form

Applicant Name: _____
Applicant Current Assignment: _____
Applicant School: _____
Applicant 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, Dr. Myra Gardea-Hernandez at (209) 468-9190 or mgardeahernandez@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 Name

Signature

Human Resources Designee Name

Signature

If your employer does not authorize fieldwork, enter "Does not approve" in both the text boxes for Site Administrator and Human Resources Designee Name. Remember to save the form and upload it to your application.