



**Preliminary Administrative Services Credential Program**  
*District Approval Form*

Applicant Name: \_\_\_\_\_

Applicant Current Assignment: \_\_\_\_\_

Applicant District: \_\_\_\_\_

Applicant School: \_\_\_\_\_

**District Approval:**

Candidates in this program are required to complete 12 days of fieldwork 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. 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 coordinators Amy Bettencourt & Anne-Marie Mason at 209-468-9134/209-468-9172 or [abettencourt@sjcoe.net](mailto:abettencourt@sjcoe.net) / [anmason@sjcoe.net](mailto:anmason@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

\_\_\_\_\_  
Human Resources Contact Person Name

\_\_\_\_\_  
Human Resources Contact Person Email

***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.***