

**NORTH CAROLINA PRINCIPAL FELLOWS PROGRAM
2017 – 2019 APPLICATION**

SECTION B

GOALS STATEMENT

In this statement you should describe (1) professional experiences relevant to your desire to become a school administrator, (2) what your goals as an administrator are, and (3) how these goals relate to current trends and issues in public education. Your Goals Statement should be a minimum of **two** typed pages, a maximum of **four** typed pages, and should address all three of these prompts. Goals statement **must be typed** in **12 point Times New Roman font, double-spaced, and 1.25 inch margins on each side**.

Upon completion of your written statement, sign the certification portion below and upload this form with your statement.

Certification

I certify that the attached written statement is my work, written by me, and that I have received no assistance.

[Applicant's Signature]

[Date]

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SECTION C

SCHOOL DISTRICT NOTIFICATION

It is understood that _____
[Applicant's Name]

an employee of _____
[School District]

is applying for a North Carolina Principal Fellows Program scholarship loan for 2017- 2019. I am aware of this candidate's application to the program and understand that he/she may apply for a two-year leave of absence if selected to receive the scholarship loan. I verify that he/she is an employee in good standing and I fully endorse this applicant for the Principal Fellows Program. Please check the following:

_____ I endorse this applicant for the North Carolina Principal Fellows Program

_____ I do not endorse this applicant for the North Carolina Principal Fellows Program

[Superintendent (or designee) Please print name and position]

[Superintendent's (or designee's) signature]

[Date]

Note: By signing this form, the above-named person verifies that either he/she is the superintendent of the applicant's school system or he/she has been authorized by the superintendent to sign this form.

Note to the North Carolina Principal Fellows Program applicant: This notification does not constitute an agreement with your school system for a leave of absence. If selected, you must apply for an official leave of absence through the appropriate channels or resign.

This form must be completed, signed, and uploaded as part of the application by February 3, 2017.

NORTH CAROLINA PRINCIPAL FELLOWS PROGRAM 2017 – 2019 APPLICATION

SECTION D

WAIVER FORM

INSTRUCTIONS FOR PRINCIPAL FELLOWS SCHOLARSHIP LOAN APPLICANT:

1. Complete this Waiver form.
2. Complete the top portion of the Reference Rating form.
3. Give the Waiver form, Reference Rating form, and a stamped envelope addressed to the NC Principal Fellows Program to the person who will complete the reference for you. Ask the person to complete the reference rating form **and to write a reference letter evaluating your performance as a professional, your potential as a school administrator; your communication skills (oral and written); and your potential to succeed in a graduate program.** The reference letter should be written on your LEA letterhead stationery. The waiver form, reference rating form and the reference letter should be mailed in the addressed and stamped envelope you provide to the person who will complete the reference.
4. Inform the person that **reference forms and letters must be received or postmarked by February 3, 2017.**

STUDENT DISCLOSURE RIGHTS

[PRINT: Last Name First Middle]

Check one box and sign below:

- I waive my right to read this completed reference.
- I do not waive my right to read this completed reference.

[Applicant's Signature]

[Date]

INSTRUCTIONS FOR REFERENCE: Please indicate your frank opinion of the applicant's qualifications and potential on the accompanying reference rating form and in your reference letter.

Please include with the rating form a letter on your LEA letterhead stationery, in which you evaluate
a) the applicant's performance as a professional; b) potential as a school administrator;
c) his/her communication skills (oral and written); and d) his/her potential to succeed in a graduate program.

Please mail the waiver form, reference rating form, and your letter of endorsement to the Principal Fellows Program in the addressed and stamped envelope provided by the applicant.

Waiver form and Reference Rating form without signed letters are not complete and cannot be considered.

****Copies of forms, or forms sent by FAX, cannot be accepted.****

NORTH CAROLINA PRINCIPAL FELLOWS PROGRAM 2017 – 2019 APPLICATION

SECTION D: REFERENCE RATING FORM

APPLICANT: Please fill in your name below. For the convenience of the reference, provide a stamped envelope addressed to the Principal Fellows Program.

Name: _____ is an applicant for the 2017–2019 North Carolina Principal Fellows Program, a scholarship loan program funded by the NC General Assembly to assist interested individuals to earn the master’s degree in school administration in preparation for a career as a school administrator (principal or assistant principal). To assist the Principal Fellows Commission in evaluating this applicant’s credentials, your frank opinion of the applicant’s qualifications and potential is appreciated. For each skill or characteristic listed below, please mark the rating that you believe best describes this applicant compared to other individuals you have known in a similar capacity. Thank you for your thoughtful response.

Please rate the following:	Outstanding	Good	Above Average	Average	Below Average	Not Observed
1. General intelligence						
2. Ability to complete a graduate program						
3. Oral communication skills						
4. Written communication skills						
5. Analysis and problem-solving skills						
6. Leadership potential						
7. Ability to articulate a shared vision						
8. Ability to motivate others/build constituencies						
9. Creativity						
10. Sensitivity to others						
11. Tact and judgment						
12. Rapport with parents and students						
13. Rapport with administrators						
14. Ethical conduct						
15. Overall rating						

In what capacity do you know this applicant? _____

Would you hire (or rehire) this person for a position in your organization? _____

Signature: _____ **Date:** _____

Name: _____ **Title:** _____

School or Department: _____

Address: _____

Contact Telephone Number: _____ **Email Address:** _____

REMINDER: Please attach a signed letter of endorsement on your letterhead stationery in which you evaluate *a*) the applicant’s performance as a professional; *b*) potential as a school administrator; *c*) his/her communication skills (oral and written); and *d*) his/her potential to succeed in a graduate program. Reference forms without signed letters are not complete and will not be considered.

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STUDENT DISCLOSURE RIGHTS

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15. Overall rating						

In what capacity do you know this applicant? _____

Would you hire (or rehire) this person for a position in your organization? _____

Signature: _____ **Date:** _____

Name: _____ **Title:** _____

School or Department: _____

Address: _____

Contact Telephone Number: _____ **Email Address:** _____

REMINDER: Please attach a signed letter of endorsement on your letterhead stationery in which you evaluate *a*) the applicant’s performance as a professional; *b*) potential as a school administrator; *c*) his/her communication skills (oral and written); and *d*) his/her potential to succeed in a graduate program. Reference forms without signed letters are not complete and will not be considered.

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Signature: _____ **Date:** _____

Name: _____ **Title:** _____

School or Department: _____

Address: _____

Contact Telephone Number: _____ **Email Address:** _____

REMINDER: Please attach a signed letter of endorsement on your letterhead stationery in which you evaluate *a*) the applicant’s performance as a professional; *b*) potential as a school administrator; *c*) his/her communication skills (oral and written); and *d*) his/her potential to succeed in a graduate program. **Reference forms without signed letters are not complete and will not be considered.**

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SECTION E

SCHOOL OF EDUCATION NOTIFICATION

This is to notify _____, to which I have applied
[University]

for admission to the Master of School Administration (MSA) Program, that I am applying for the Principal Fellows Program scholarship loan for 2017 – 2019. I understand that the school of education will communicate directly with the Principal Fellows Program as to the status of my admission to the MSA degree program.

[Applicant's printed name]

[Applicant's signature]

[Date]

This completed form should be mailed to the Principal Fellows MSA Program at the university or universities to which you apply. If you apply to more than one university, you may copy the form for the additional universities. The addresses of all Principal Fellows MSA Programs are listed the NCPFP website (<http://ncfpf.northcarolina.edu/>).

The deadline for the Principal Fellows Program application is **February 3, 2017**. You must have applied to the participating university (ies) of your choice by that date.

2017 – 2019 PARTICIPATING INSTITUTIONS

APPALACHIAN STATE UNIVERSITY

Leadership and Educational Studies
ASU Box 32086
Reich College of Education
Appalachian State University
Boone, North Carolina 28608

NORTH CAROLINA STATE UNIVERSITY

Leadership, Policy, and Adult and Higher Education
North Carolina State University
840 Main Campus Drive Partners II, Suite 1500
Campus Box 7271
Raleigh, North Carolina 27695-7271

EAST CAROLINA UNIVERSITY

Department of Educational Leadership
East Carolina University
204 Ragsdale Building
Greenville, North Carolina 27858-4353

UNIVERSITY OF NORTH CAROLINA at CHAPEL HILL

Educational Leadership Program
UNC-Chapel Hill
Campus Box 3500
121C Peabody Hall
Chapel Hill, North Carolina 27599-3500

FAYETTEVILLE STATE UNIVERSITY

Department of Educational Leadership
Fayetteville State University
1200 Murchison Road
Fayetteville, North Carolina 28301-4298

UNIVERSITY OF NORTH CAROLINA at CHARLOTTE

Department of Educational Leadership
UNC-Charlotte
9201 University City Boulevard
Charlotte, North Carolina 28223-0001

NORTH CAROLINA A & T STATE UNIVERSITY

Department of Human Development & Services
North Carolina A&T University
Yanceyville Center, Room 209
2105 Yanceyville Street
Greensboro, North Carolina 27405

UNIVERSITY OF NORTH CAROLINA at GREENSBORO

Educational Leadership and Cultural Foundations
UNC - Greensboro
School of Education Building Room #362
1300 Spring Garden Street
Greensboro, North Carolina 27402

NORTH CAROLINA CENTRAL UNIVERSITY

Department of Educational Leadership
North Carolina Central University
700 Cecil Street
Durham, North Carolina 27707

UNIVERSITY OF NORTH CAROLINA at WILMINGTON

Donald R. Watson School of Education
Department of Educational Leadership
UNC-Wilmington
601 South College Road
Wilmington, North Carolina 28403-5980

WESTERN CAROLINA UNIVERSITY

Dept. of Educational Leadership and Foundations
Western Carolina University
216 Killian Building
Cullowhee, North Carolina 28723