



Application to M.Ed. in Educational Administration with Principal Certification Program Tarleton State University

All students that desire admission to the M.Ed./Principal Certification Program must apply *and* be admitted to the program **prior to** enrolling in any course. Required documentation must be received by the printed due dates below for consideration of admission for the identified semesters. Please print, complete, and mail to:

**Tarleton State University - Department of Educational Leadership & Policy Studies
Attn: Education Administration M.Ed. Program Applications
Box T-0815
Stephenville, TX 76402**

Application Deadlines

(Note: This is a fillable pdf.
Open in a pdf reader such
as Adobe Acrobat.
Boxes in red are required.)

Semester	Due Date
Spring	December 1
Summer	May 1
Fall	August 1

Program Options

Please identify to which program you are applying.

- Master of Education in Educational Administration with Principal Certification (33-Credit Hours)
 Post-Master's Principal Certification Only (Master's Degree already obtained; 24-Credit Hours)

Applicant Information

Please provide the following personal information.

Legal Name _____
Last First Middle Initial Maiden

Address _____
(City, State, Zip)

Primary Phone Number _____ Secondary Phone Number _____

Date of Birth (mm/dd/yyyy) _____ Gender Female , Male

Email Address _____ Alternate Email Address _____

TEA ID _____ Tarleton UID _____

Tarleton UID can be found on the College of Graduate Studies acceptance email.

Race

- American Indian/Alaskan Native
- Asian
- Black or African American
- Native Hawaiian/Pacific Islander
- White
- Other _____

Ethnicity

- Hispanic/Latino/Chicano
- Not Hispanic/Latino/Chicano

Education and Professional Experience

Please provide the following information about your education and professional experience. Copies of teacher certifications, service records (with district authorized signature), and a reference letter from your current supervisor (e.g., principal) must be included with this completed application.

Highest Degree at Date of Application

- Bachelor of Arts (BA)
- Bachelor of Science (BS)
- Master of Arts (MA)
- Master of Education (MEd)
- Master of Science (MS)
- Other _____

Do you currently hold a valid teaching certificate?

All applicants are required to hold a valid teaching certificate.

- Yes
- No

Issuing State _____

Expiration Date _____

Years of Classroom Teaching Experience completed (increments of 0.5) _____

Signature

By signing below, you certify that all information provided is accurate and true.

Signature _____ **Date** _____

Original signature is required. Do NOT fax or e-mail this application.



Checklist of Required Items M.Ed. in Educational Administration with Principal Certification Program

Name _____ UID _____

TEA ID _____

Please include the following items with your M.Ed. in Educational Administration/Principal Certification Program Application. Mail to:

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- M.Ed. in Ed Admin/Principal Certification Program Application
 - Completed Checklist
 - Signed FERPA Statement
 - Signed Code of Ethics
 - Response to Written Interview (separate page; 250 words max for each item response)
- Teacher Certificate (copy)
- Transcripts from all college work (copies)
- Service Records (with district authorized signatures)
- Letter of reference from current supervisor (e.g., principal)

Please make sure to include all items. Incomplete applications will not be considered.

FERPA Consent to Release Educational Records and Information
M.Ed. in Educational Administration/Principal Certification Program
Tarleton State University

This release represents your written consent to permit Tarleton State University to disclose educational records and any information contained therein to the specific individual(s) identified below. Please read this document carefully and complete all of the blanks.

I _____ am a candidate for Principal Certification and hereby give my voluntary
Name

consent to officials:

A. To disclose the following records:

- Records relating to any of my field-based experiences
- Records relating to my performance in the field (e.g., TExES test score results)

B. To the following person(s):

- School districts or other agencies associated with field-based experiences
- School-based/Agency-based administrators
- School-based/Agency-based supervisors/mentors
- Program faculty

C. These records will be released for the purpose of:

- Conversing and reviewing performance
- Acquiring feedback
- Procuring required signatures

I understand that under the Family Educational Rights and Privacy Act of 1974 ("FERPA 20 USC 123g;34 CFR §99; commonly known as Buckley Amendment") no disclosure of my records can be made without my written consent unless otherwise provided for in legal statutes and judicial decisions. I also understand that I may revoke this consent at any time (via written request to Educator Preparation Services) except to the extent that action has already been taken upon this release. Further, without such a release, I am unable to participate in any field-based experiences.

Signature of Candidate

Date

Candidate UID _____

Candidate TEA ID _____

Phone number _____

Email address _____

Code of Ethics
M.Ed. in Educational Administration/Principal Certification Program
Tarleton State University

I hereby affirm I have read and thoroughly understand the Texas Educators' Code of Ethics, TAC RULE §247.2 (http://bit.ly/tx_ed_code_ethics) and will abide by all enforceable standards therein.

I understand that as a student of the Tarleton State University Principal Certification Program that I am expected to abide by the Texas Educators' Code of Ethics standards in the public schools and in program college classrooms.

I further understand that if I am found in violation of any of the standards that I will be removed from the TSU Principal Certification Program.

Candidate's Printed Name

Date

Candidate's Signature

Written Interview

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Tarleton State University

Please respond to each item in 250 words or less. If using additional paper, please include your Name and UID.

Interest

1. What event and/or person has caused you to consider moving to administration?

Communication

2. If withholding information would protect or enhance your position, how would you react?

Leadership

3. What leadership opportunities have you had personally or professionally?

Principal

4. If hired as a new principal, what would be your first act to establish yourself as the educational leader?

Academics

5. How important are deadlines in an academic environment?

Educating Diverse Populations

6. Describe 1-2 key learning environment changes that could be incorporated at the campus level to ensure the achievement of culturally and linguistically diverse students.