



**Leadership Academy
Intent to Enroll for Superintendent/SDL Licensure**

Students who have successfully completed the Leadership Academy and their 500-hour Principal/Assistant Principal internship (SBL) are eligible to complete the requirements for a Superintendent’s license (SDL). To attain MA Superintendent/Assistant Superintendent licensure, students must complete a 300-hour internship (ADMN 712). To attain endorsement for an SDL in NY, students must complete a 300-hour internship (ADMN 712) and a 3-credit on-line course offered each year in June (CAGS 806). (CAGS 806 can also be used towards a 9-credit CAGS.) Students must go through a simple application process before they begin their working toward this credential. Here are the steps:

1. Complete the form below indicating your intent to enroll and return it to leadershipacademy@mcla.edu.
2. There are three registration periods (March, May, and July). All information regarding the registration process and application requirements can be found here:

Note that students need to submit the following with their application:

- Written (email) confirmation from the student’s MCLA College Supervisor that (1) the student is in a position to complete the SDL, (2) they are available to oversee it, and (3) a time frame for completion
- Completed Site Supervisor Credential and Endorsement Form
- Copy of the Site Supervisor’s district level certification/license
- Completed calendar and PSAL Matrix of Proposed Activities

SDL Application/Statement of Intent to Register

Student name: _____ Student ID A#: _____

Email address: _____

Student Signature: _____

Registering for ADMN 712:	Spring 2025	<input type="checkbox"/>	Summer 2025	<input type="checkbox"/>	Fall 2025	<input type="checkbox"/>
(NY) Registering for CAGS 806:	June 2025	<input type="checkbox"/>	June 2026	<input type="checkbox"/>		

Proposed Site District: _____

Address: _____

Site Supervisor’s Name: _____

Position: _____

Email address: _____

Site Supervisor Signature: _____

Return this form to Leadership Academy at leadershipacademy@mcla.edu