

VERIFICATION OF CANDIDATE WORK EXPERIENCE - SUPERINTENDENT

Experience Requirements

Per 23 Illinois Administrative Code, Part 33, Section 33.60, candidates **admitted** to a superintendent preparation program must have experience on a general administrative, principal, director of special education, or chief school business official endorsement.

Per 23 Illinois Administrative Code, Part 25, Section 25.355, candidates in a superintendent preparation program must have at least **two years of full-time administrative or supervisory experience** in a general administrative position or as a principal, director of special education, or chief school business official. Given this, as the institution through which this applicant is applying, we must verify the applicant's administrative experience.

Confirmation of Experience

A separate form should be submitted for reporting experience in each school (if experience in more than one school is needed to fulfill the requirement) and each form must be signed by an official (Superintendent, Assistant Superintendent, Principal, or Director of Personnel) of the school(s) in which the experience occurred. The completed form(s) should be returned to the applicant for inclusion with their application packet.

Applicant's Name: _____ IEIN: _____

The applicant named above has served _____ years of full-time employment from _____ to _____
(#) (mo./yr.) (mo./yr.)

in the school of _____
(district # or other designation) (City) (State)

as a (check one): Principal Chief School Business Official Director of Special Education
 Other Administrative Position: _____

Type of endorsement held, if applicable: _____

The verification information below must be provided to complete application.

Name of School

Signature of Authorized Official

Street Address of School

Printed Name of Official

City State

Printed Title of Official

Date