

SUPERINTENDENT VERIFICATION OF EXPERIENCE

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 his/her administrative experience.

Confirmation of Experience

If more than one school is needed to fulfill the experience requirement, a separate sheet should be used for reporting the experience in each school and each sheet must be signed by an official (Superintendent, Asst. Superintendent, Principal, or Director of Personnel) of the school in which the experience occurred. If available, emboss the completed form with the imprint of the seal of the school or district OVER THE ORIGINAL SIGNATURE. The completed form should be returned to the applicant for inclusion with their application packet.

Applicant's Name: _____ IEIN _____

This applicant named above has served ____ years full-time from ____ (mo/yr) to ____ (mo/yr)

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

as a **(CHECK ONE)** () Principal () Chief School Business Official () Director of Special Education
() Other Administrative Position as _____

Type of endorsement held if applicable (including license number if applicable): _____

The information below must be provided to complete application.

(date)

(seal, if available)

(legal name of school)

(street address)

(Original Signature of authorized official)

(city) (state)

(print or type name of official)

(telephone number)

(print or type title of official)