



Notification to the School District (Educational Leadership Program)

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The Educational Leadership Program at CSU Channel Islands (CI) works collaboratively with the school districts of Ventura County to prepare future school administrators for positions in leadership. The educator named below is making application to the Preliminary Administrative Service Credential (PASC) Program. The applicant will be seeking two letters of recommendation from professionals who are familiar with the applicant’s work, at least one of whom is the applicant’s immediate supervising administrator. Once admitted, this educator will require assistance of a mentor who is an administrator in your school district. It is our intention, that working together we can select an excellent mentor to work with students preparing for positions of school leadership.

CANDIDATE-Please complete the following:

Name of Applicant for PASC Program: _____

School/Site of Applicant: _____

Candidate’s Preference for Mentor: _____

School/Site of Suggested Mentor _____

Mentors are appointed through collaboration between the district administrative representative to the Educational Leadership Program and the university director of the Educational Leadership Program.

SUPERINTENDENT OR DISTRICT REPRESENTATIVE-Please complete the following:

I am aware that the above named applicant may be admitted to the Educational Leadership Program at CSU Channel Islands and the district will be expected to collaborate in the preparation of this candidate by providing an administrative mentor for this individual.

Concerns (if any): _____

Confidential concerns may be addressed by contacting the Educational Leadership Program Director at CI, Dr. Tim Rummel, at conrad.rummel2@csuci.edu or (805)437-3739.

Signature: _____ Date: _____

Printed Name: _____

Email: _____ Phone: _____