

## Florida Department of Education Request to Submit Form (RTS-EL 2016)

**Institution/District Name:** \_\_\_\_\_  
**President/Chief Executive Officer/Superintendent**  
**Signature** \_\_\_\_\_

**Program Unit Dean/Director Name:** \_\_\_\_\_  
**Program Contact Name:** \_\_\_\_\_  
**Contact Email/Phone Number(s)** \_\_\_\_\_

Institutions or school districts seeking approval to offer a state-approved educational leadership preparation program as described in section 1012.562, Florida Statutes, and State Board of Education Rule 6A-5.081, FAC, shall submit a ***Florida Department of Education Request to Submit Form (Form RTS-EL 2016)*** to the Florida Department of Education prior to submitting an electronic program folio(s) containing a description and supporting evidence of the specified program(s). Submit this form and required supporting documentation via email to [EdPrepFolio@fldoe.org](mailto:EdPrepFolio@fldoe.org).

PROGRAM NAME/TITLE	DEGREE LEVEL (e.g., Master's, Ed. Specialist)
Educational Leadership	

**The institution or school district certifies the following. Check each box, if appropriate:**

- Institution meets accreditation requirements as described in Rule 6A-4.003(1), FAC. ***Institutions only/Attach documented evidence.***
- Program unit has received approval to offer a Level I educational leadership state-approved program from its governing agency or board. ***Attach documented evidence***
- The institution or school district shall provide job-embedded school leadership field experiences working with teachers and students in educational settings to ensure each candidate demonstrates and achieves the competencies and skills needed to meet educator certification requirements.
- The institution or school district shall only provide state-approval endorsements on official transcripts for candidates who successfully complete the program and who earn passing scores on all subtests of the Florida Educational Leadership Examination (FELE).