

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

Public School District Name: _____
 District School Superintendent (Designee)
 Signature _____

Program Unit Name: _____
 Contact Email Name: _____
 Contact Phone Number(s) _____

School districts seeking approval to offer a state-approved school principal preparation program (Level II) 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-SP 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.

PROGRAM NAME/TITLE
School Principal Preparation Program

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

- Program unit has received approval to offer a Level II School Principal Preparation Program from its district school board. **Attach documented evidence**
- The school district ensures that school personnel accepted into the program have obtained a Florida Educator’s Certificate in Educational Leadership; earned a highly effective or effective designation under s. 1012.34, F.S.; satisfactorily performed instructional leadership responsibilities as measured by the evaluation system in s. 1012.34, F.S.
- The 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 school district shall only submit CT 125 form, *Verification of School Leader Florida District School Principal Certification Program Statement of Candidate’s Completion and Eligibility*, for candidates who successfully complete the program while serving in a school leadership position.