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*These application directions must be used for application to the following program:*

· **Educational Administration (EADM)  
Ritchie Program for School Leaders- Adams 12 Five Star Public Schools (Adams)  
Certificate or Certificate & Master's Degree**

The University of Denver, in partnership with Adams 12 Five Star Public Schools, has been established to design an alternative for principal certification for selected students.

*For more information about this program, please visit our website at [www.du.edu/education](http://www.du.edu/education)*

**The following materials can be found in this supplemental application packet:**

- An application checklist
- Detailed directions on how to apply

**Applicant Eligibility:**

In order to be selected for the Ritchie Program for School Leaders, potential candidates must be nominated by three (3) school district administrators.

At least one nomination must be from an administrator in the district who is the applicant's direct supervisor and can attest to the applicant's potential for school leadership.

Candidates can self-initiate the selection process by completing application materials and then requesting nominations from individuals meeting the above criteria.

**Priority Application Deadline:**

University of Denver application materials: **February 1, 2010**  
Adams Five Star Schools application materials: **February 1, 2010**

## APPLICATION REQUIREMENTS

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All items listed below must be completed and included as part of your application for full consideration.

***Please refer to the detailed directions in this packet for submitting the following information:***

- ❑ University of Denver On-line Application for Graduate Admission
- ❑ One Official Transcript from ***all*** colleges and universities attended
- ❑ FERPA Form (upload with your DU online application)
- ❑ \$60 Application Fee
- ❑ **Document of Eligibility\***
- ❑ **Current Professional Resume\***
- ❑ **District Nominations\***
- ❑ **Professional License\***
- ❑ **Personal Essay\***

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***\*All items listed in BOLD should be mailed directly to Adams Five Star School District in one packet.***

# STEP I: University of Denver Application Materials

## 1) Complete the FERPA form

Each applicant is required to complete a FERPA form which allows the University of Denver to share your information with Adams Five Star Schools.

Please complete the form found at <http://www.du.edu/education/calls/admission.html>, save it to your computer and upload it with your DU application under "Supplemental Documents".

## 2) Apply to DU online using the following instructions:

The University of Denver (DU) Graduate Studies Application is submitted electronically.

The on-line application is available at <http://www.du.edu/grad/admissions/index.html>.

In the left-hand column under "Graduate Admissions" click on "Apply to DU".

Establish your user ID and Password (save for later use).

- **College:** *Education*
- **Degree:** *Select Master of Arts (if you intend to complete both the Certificate and Master's Degree)*

**OR**

*Select Certificate (if you are interested in only earning the Certificate in principal licensure)*

- **Major:** *Educational Administration & Policy Studies*
- **Concentration:** *Ritchie Adams*
- **Admission Term:** *Summer 2010*

Recommender Section: Do not enter the names/email addresses when prompted on the online application for your recommenders. This step is taken care of through submitting the district nomination forms.

### **International Students:**

All international applicants must concurrently apply through the DU Office of International Student Admissions. Please note additional fees may apply. Applicants should call 303.871.3119 or email [intladm@du.edu](mailto:intladm@du.edu) for more information and further assistance in this process.

International applicants, or applicants who do not hold a degree from an institution where English was the primary language of instruction, must take the TOEFL (Test of English as a Foreign Language). For more information on taking the TOEFL, visit [www.ets.org/toefl](http://www.ets.org/toefl).

### **3) Pay the DU Application Fee**

*The non-refundable \$60.00 application fee can be paid by credit card at the time of DU online application or may be mailed directly to the Office of Graduate Admissions:*

University of Denver  
Office of Graduate Admissions  
Mary Reed Building, Room 5  
2199 S. University Blvd.  
Denver, CO 80208-4802

\*Please make checks payable to the University of Denver.

### **4) Order Transcripts\*\***

***One official transcript is required from every college and/or university you have attended for one or more semester hours, including study abroad programs, even if transfer coursework from multiple schools is summarized on the transcript from the degree-granting institution.***

Transcripts must be received in sealed envelopes, signed across the back by the registrar in order to be considered official. When ordering transcripts please have them mailed directly to the Office of Graduate Admissions at the University of Denver (see address above).

*\*If you have previously attended DU you will not need to order transcripts from the Office of the Registrar at the University of Denver. On your online application, please be sure to indicate when you matriculated as a student at the University.*

*\*\*If you applied to DU within the past year, please indicate this on your online application. Any transcripts that you previously submitted to the University can be used with your current application.*

*If you have any questions about which transcripts the university has record of, please call the Office of Graduate Admissions directly: 303-871-2831.*

# **STEP II: Adams 12 Five Star Schools Application Materials**

Please MAIL the following documents directly to Adams Five Star Schools in *one packet*.

Adams Five Star Schools  
Attn: Nancy Bunjes  
1500 E. 128<sup>th</sup> Avenue  
Thornton, CO 80241

1. **DOCUMENTATION OF ELIGIBILITY:**

*This form is available online: <http://www.du.edu/education/calls/admission.html>.*

2. **RESUME:**

*Submit a current resume; please include professional certificates, educational degrees and professional experiences. In addition, please mention all relevant awards, publications, presentations, and other professional achievements.*

3. **NOMINATIONS:**

*The Nomination Form is available online: <http://www.du.edu/education/calls/admission.html>.*

Each applicant must arrange for the submission of **three completed nomination forms**.

One form **MUST** be from an administrator in DPS who is your direct supervisor and all nominators should attest to your potential for school leadership.

All nomination forms must be returned to the applicant in a sealed envelope with the nominator's signature across the seal.

4. **PROFESSIONAL LICENSE:**

*Please submit a copy of your current professional educator license(s).*

*The completion of three or more years of successful experience working with students in Colorado, as a licensed professional in a public or nonpublic elementary or secondary school, or any other state, is required in order to be recommended for a Provisional Principal License.*

5. **PERSONAL ESSAY:**

*Please discuss your desire to be an educational leader in Adams Five Star School District. Limit your response to two pages.*

In your essay, please address the following:

- How will your leadership will make a difference in the learning experiences of all students in a system that serves high needs K-8 and high school students?
- Your values and beliefs about leadership.
- How will you address the learning needs of all students and increase student achievement to close the achievement gap?