



**Supplemental Application Directions for Applicants to
The Ritchie Program for School Leaders
An Innovative Partnership between the
University of Denver and Adams School Districts**

Please read the instructions carefully. If you have any questions, please call or email George Straface at 303-871-4398 or gstrafac@du.edu.

APPLICATION DEADLINE: The following documents and an online application must be received by the DU Graduate Admissions Office no later than **January 9th, 2009** to be considered for admission. Mail all supplemental materials in ONE envelope to: University of Denver, Office of Graduate Admission, 2197 S. University Blvd., Room 216, Denver, CO 80208-2706. Apply online by clicking [here](#).

ELIGIBILITY: Applicants must be employed by either Adams District 1, 12, or 27J and given release time to complete projects and attend class from on a weekday.

APPLICATION FEE: A non-refundable \$60.00 application fee can be paid by credit card at the time of application online, or may accompany your supplemental materials. Please make checks payable to the University of Denver.

SUPPLEMENTAL MATERIALS

RESUME: Submit a current resume. Include professional certificates, educational degrees and professional experiences as well as all relevant awards, publications, presentations or other achievements.

NOMINATIONS: Each applicant must arrange for the submission of **three completed nomination forms (attached to this document)**. One form must be from an administrator in Adams who is your direct supervisor and can attest to your potential for school leadership.

PROFESSIONAL LICENSE: Submit a copy of your current professional educator's license(s). The completion of three or more years of successful experience working with students as a licensed professional in a public or nonpublic elementary or secondary school in CO or another state is required to be recommended for a Provisional Principal License.

TRANSCRIPTS: *Two* official transcripts are required from every college and/or university you are attending or have attended **even if coursework from multiple schools is summarized on one**. These transcripts must be in sealed envelopes, signed across the back by the registrar. **DO NOT OPEN THE ENVELOPES**. Opened transcripts are considered unofficial transcripts and are unacceptable. If you have attended DU, be sure to indicate this fact in your online application so that the Graduate Admissions Office can request them on your behalf.

PERSONAL ESSAY: In a maximum of *two pages*, please respond to this question: Why do you desire to be an educational leader in Adams County Public Schools, and how will your leadership make a difference in the learning experiences for all students in a K-8 and high school system?

The personal essay will be evaluated during the selection process using the following criteria:

- Ability to clearly articulate your values and beliefs about leadership
- Ability to clearly articulate how you would address the learning needs of all students and increase student achievement
- Ability to clearly express your desire to be a principal in Adams County Public Schools



DOCUMENTATION OF ELIGIBILITY FOR ACCEPTANCE INTO THE RITCHIE PROGRAM FOR SCHOOL LEADERS:

State the position you currently hold in your district, positions you have applied for or intend to apply for in Adams _____ District that make you eligible for the Ritchie Program for School Leaders.

School Name		
Position		
Address		
City	State	Zip Code

List all of your current professional licenses

Professional Licenses

NOTIFICATION OF ACCEPTANCE AND INFORMED CONSENT TO PARTICIPATE IN THE RITCHIE PROGRAM FOR SCHOOL LEADERS:

This is a highly selective program. Top candidates will be interviewed in March before acceptance into the program. Decisions regarding admission of applicants will be made soon after the application and interview process is complete. All applicants will be screened by representatives from your district and the University of Denver. All applicants will be notified in writing of their status. Please sign your consent to participate in this screening process.

Signature

Date

<p>Supplemental Application Materials Checklist</p> <ul style="list-style-type: none"> <input type="checkbox"/> On-line Application for Admission to the University of Denver <input type="checkbox"/> Non-refundable application fee of \$60.00 <input type="checkbox"/> Current resume <input type="checkbox"/> Three Completed Nomination Forms in separate and sealed envelopes <input type="checkbox"/> Copy of professional license(s) <input type="checkbox"/> Official Transcripts (2 copies from each institution) <input type="checkbox"/> Personal Essay (two-page maximum) <input type="checkbox"/> Documentation of Eligibility and Informed Consent Form (this page) <input type="checkbox"/> Completed FERPA form
--



1 8 6 4

RITCHIE PROGRAM FOR SCHOOL LEADERS RELEASE OF CONFIDENTIAL STUDENT RECORD INFORMATION (FERPA)

In accordance with the Family Education Rights and Privacy Act of 1974 (as amended), the University of Denver does not release students' educational record information without the written consent of the student, except to certain categories of persons or organizations specifically exempt by the law. The Ritchie Program for School Leaders is jointly administered by the University of Denver and _____ District. Officials from these organizations are involved in all phases of the Ritchie Program for School Leaders and in this capacity require access to educational records for students in this program.

This release must be submitted with applications to the Ritchie Program for School Leaders and must remain in effect for the duration of the student's participation in the Program.

I authorize the University of Denver to release the educational records specified below.

Name of Recipient: _____

Record(s) to Release: Officials of _____ District
Application and other application materials, admissions file, grades, courses taken, academic progress, advising information, financial or financial aid information, probation, suspension or dismissal status.

Duration/Frequency to Release: During the application and admission process and for the duration of my enrollment at the University of Denver.

Purpose of Release: To permit the partners involved in the Ritchie Program for School Leaders in the Morgridge College of Education to evaluate me as a candidate for the Program, and then track my academic progress through the Program.

Student Name: _____

Student Number: _____ Social Security Number: _____

Mailing Address: _____

City, State, Zip Code: _____

Signature: _____ Date: _____

This form may not be submitted electronically. Return completed forming your packet to the University of Denver Office of Graduate Admission, University Hall, Room 216, 2197 S. University Blvd., Denver, CO 80208. Questions about this policy and procedure may be directed to the Office of the Registrar at 303.871.3897.

Office Use Only:

Action taken _____ By: _____ Date: _____

**Ritchie Program for School Leaders
PROFESSIONAL NOMINATION FORM**

(Candidate's Name) _____ is applying to the Ritchie Program for School Leaders. Please complete the following nomination form for the candidate. Should you have any questions, please call 303-871-4398 or email George Straface at gstrafac@du.edu.

**Please seal this form in an envelope, sign across the seal and return promptly to the Ritchie Applicant
The applicant must be submit it with other required documents to the University of Denver
no later than January 9th, 2009**

Your Name (please print): _____ (Date) _____

Your Title: _____ Building: _____

School District: _____ Daytime Phone: _____

Please indicate in what capacity you have worked with this candidate.

As: School Principal Supervisor
 Other (please specify): _____

How many years have you worked with this candidate? _____

In comparison to other educators with whom you have worked, please rate this candidate on each of the following qualities:

	Aspiring	Beginning	Developing	Experienced
1. Motivation, Energy and Ambition	[]	[]	[]	[]
2. Knowledge of Teaching and Learning	[]	[]	[]	[]
3. Creativity and Innovation	[]	[]	[]	[]
4. Willingness to Evaluate Self	[]	[]	[]	[]
5. Good Judgment	[]	[]	[]	[]
6. Integrity and Professionalism	[]	[]	[]	[]
7. Ability to Collaborate and Work on Teams	[]	[]	[]	[]
8. Respect for Diversity	[]	[]	[]	[]
9. Ability to Learn from Constructive Feedback	[]	[]	[]	[]
10. Communication Skills	[]	[]	[]	[]
11. Ability to Listen and Give Meaningful Feedback	[]	[]	[]	[]
12. Ability to Build & Maintain Healthy Interpersonal Relationships	[]	[]	[]	[]
13. Critical Thinking and Problem Analysis Skills	[]	[]	[]	[]
14. Ability to engage all children in quality educational experiences	[]	[]	[]	[]

Please write a paragraph on the back of this page or attach a separate page that indicates why this candidate should become a Ritchie Fellow. Please support your nomination with specific evidence for this candidate's potential for leadership within your district.

THANK YOU!

**Ritchie Program for School Leaders
PROFESSIONAL NOMINATION FORM**

(Candidate's Name) _____ is applying to the Ritchie Program for School Leaders. Please complete the following nomination form for the candidate. Should you have any questions, please call 303-871-4398 or email George Straface at gstrafac@du.edu.

***Please seal this form in an envelope, sign across the seal and return promptly to the Ritchie Applicant
The applicant must be submit it with other required documents to the University of Denver
no later than January 9th, 2009***

Your Name (please print): _____ (Date) _____

Your Title: _____ Building: _____

School District: _____ Daytime Phone: _____

Please indicate in what capacity you have worked with this candidate.

As: School Principal Supervisor
 Other (please specify): _____

How many years have you worked with this candidate? _____

In comparison to other educators with whom you have worked, please rate this candidate on each of the following qualities:

	Aspiring	Beginning	Developing	Experienced
1. Motivation, Energy and Ambition	[]	[]	[]	[]
2. Knowledge of Teaching and Learning	[]	[]	[]	[]
3. Creativity and Innovation	[]	[]	[]	[]
4. Willingness to Evaluate Self	[]	[]	[]	[]
5. Good Judgment	[]	[]	[]	[]
6. Integrity and Professionalism	[]	[]	[]	[]
7. Ability to Collaborate and Work on Teams	[]	[]	[]	[]
8. Respect for Diversity	[]	[]	[]	[]
9. Ability to Learn from Constructive Feedback	[]	[]	[]	[]
10. Communication Skills	[]	[]	[]	[]
11. Ability to Listen and Give Meaningful Feedback	[]	[]	[]	[]
12. Ability to Build & Maintain Healthy Interpersonal Relationships	[]	[]	[]	[]
13. Critical Thinking and Problem Analysis Skills	[]	[]	[]	[]
14. Ability to engage all children in quality educational experiences	[]	[]	[]	[]

Please write a paragraph on the back of this page or attach a separate page that indicates why this candidate should become a Ritchie Fellow. Please support your nomination with specific evidence for this candidate's potential for leadership within your district.

THANK YOU!

**Ritchie Program for School Leaders
PROFESSIONAL NOMINATION FORM**

(Candidate's Name) _____ is applying to the Ritchie Program for School Leaders. Please complete the following nomination form for the candidate. Should you have any questions, please call 303-871-4398 or email George Straface at gstrafac@du.edu.

**Please seal this form in an envelope, sign across the seal and return promptly to the Ritchie Applicant
The applicant must be submit it with other required documents to the University of Denver
no later than January 9th, 2009**

Your Name (please print): _____ (Date) _____

Your Title: _____ Building: _____

School District: _____ Daytime Phone: _____

Please indicate in what capacity you have worked with this candidate.

As: School Principal Supervisor
 Other (please specify): _____

How many years have you worked with this candidate? _____

In comparison to other educators with whom you have worked, please rate this candidate on each of the following qualities:

	Aspiring	Beginning	Developing	Experienced
1. Motivation, Energy and Ambition	[]	[]	[]	[]
2. Knowledge of Teaching and Learning	[]	[]	[]	[]
3. Creativity and Innovation	[]	[]	[]	[]
4. Willingness to Evaluate Self	[]	[]	[]	[]
5. Good Judgment	[]	[]	[]	[]
6. Integrity and Professionalism	[]	[]	[]	[]
7. Ability to Collaborate and Work on Teams	[]	[]	[]	[]
8. Respect for Diversity	[]	[]	[]	[]
9. Ability to Learn from Constructive Feedback	[]	[]	[]	[]
10. Communication Skills	[]	[]	[]	[]
11. Ability to Listen and Give Meaningful Feedback	[]	[]	[]	[]
12. Ability to Build & Maintain Healthy Interpersonal Relationships	[]	[]	[]	[]
13. Critical Thinking and Problem Analysis Skills	[]	[]	[]	[]
14. Ability to engage all children in quality educational experiences	[]	[]	[]	[]

Please write a paragraph on the back of this page or attach a separate page that indicates why this candidate should become a Ritchie Fellow. Please support your nomination with specific evidence for this candidate's potential for leadership within your district.

THANK YOU!