



AUBURN UNIVERSITY
AT MONTGOMERY

COLLEGE OF EDUCATION

Class A Instructional Leadership Portfolio Checklist for Admission

Here are the items that you need to submit before admission to the
Instructional Leadership program.

No courses may be taken in the IL program until you are unconditionally admitted.

Items needed:

- _____ Experience Form showing 3 years of teaching experience.
- _____ Official Transcript

The Original Experience Form can be dropped off to the College of Education or be mailed to:

Jenny Kroft/Academic Advisor
Office of Student Services and Teacher Certification
P O Box 244023
Montgomery, AL 36124-4023

Class A Instructional Leadership Portfolio (Upload these items to the OneDrive link)

	Current Contact Information Sheet (attached in this email)
	Resume/Curriculum Vitae
	Three (3) Letters of Recommendation addressing applicants' qualifications for success in graduate school (One must be from a principal or immediate supervisor). These letters must be on official letterhead and signed (Scan and submit them in the OneDrive)
	Most recent Performance Appraisal (EDUCATE Alabama) including the professional development component, if available.
	Evidence of Leadership and Management Potential Form (attached)
	Letter of Intent (to include the following sections in your letter) <ul style="list-style-type: none"> ○ Describe professional and career goals and reasons for pursuing an instructional leadership certificate ○ Summary of what you expect from this program ○ Evidence of your ability to improve student achievement
	Successfully complete an IL Interview with the IL Admissions Committee. This Committee is made up of AUM Faculty and P-12 Instructional Leaders. AUM Faculty will schedule this interview for you.

AUM Faculty Signature _____

Jenny Kroft, Academic Advisor Signature _____

If you have any questions please email

Dr. Sparks (jsparks2@aum.edu) or Jenny Kroft (mkroft@aum.edu)