



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 <b>Contact Information Sheet</b> (attached in this email)
	<b>Resume/Curriculum Vitae</b>
	<b>Three (3) Letters of Recommendation</b> 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 ( <b>Scan and submit them in the OneDrive</b> )
	Most recent <b>Performance Appraisal (EDUCATE Alabama)</b> including the professional development component, if available.
	Evidence of <b>Leadership and Management Potential Form</b> (attached)
	<b>Letter of Intent</b> (to include the following sections in your letter) <ul style="list-style-type: none"> <li>○ Describe professional and career goals and reasons for pursuing an instructional leadership certificate</li> <li>○ Summary of what you expect from this program</li> <li>○ Evidence of your ability to improve student achievement</li> </ul>
	Successfully complete an <b>IL Interview</b> 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)**