



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 (you may upload an electronic copy for admission however, we must receive the ORIGINAL)

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)**