



SECTION A. (To be filed by applicant at the completion of 18 semester hours of graduate endorsement work or at the beginning of the final semester whichever comes first.)

Please print your full legal name (required)

Longwood ID # (required)

My catalog is the \_\_\_\_\_ - \_\_\_\_\_ catalog. (The catalog for the year in which a student enters Longwood University governs academic regulations and graduation requirements. I understand that I am expected to satisfy those requirements.)

Date expected to complete endorsement requirements: AUG DEC MAY \_\_\_\_\_ (year)

(Please check appropriate endorsement program)

- \_\_\_\_\_ Educational Leadership in Administration and Supervision (SLLA required)
\_\_\_\_\_ Reading Literacy & Learning (RVE for Reading Specialist required)
\_\_\_\_\_ School Librarianship
\_\_\_\_\_ Special Education General Curriculum

OFFICE USE ONLY

Endorsement Certificate will be mailed to the permanent address below approximately one month after completion.

PERMANENT HOME ADDRESS

\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

SECTION B.

Hours Earned to Date \_\_\_\_\_ + Current & Remaining Hours Planned \_\_\_\_\_ = Total Hours Planned \_\_\_\_\_

REMAINING COURSE WORK PLANNED

SEMESTER PLANNED

Four horizontal lines for entering remaining course work and semester planned.

THE APPLICANT UNDERSTANDS THAT THESE REQUIREMENTS MUST BE SUCCESSFULLY COMPLETED TO QUALIFY FOR THE ENDORSEMENT IN ADMINISTRATION AND SUPERVISION, READING SPECIALIST/COACH, SCHOOL LIBRARIAN OR SPECIAL EDUCATION GENERAL CURRICULUM ON THEIR POSTGRADUATE PROFESSIONAL LICENSE. A COLLEGE VERIFICATION FORM (DA 035), ONCE VERIFIED BY LONGWOOD'S LICENSURE OFFICER, MUST BE SUBMITTED TO THE VIRGINIA DEPARTMENT OF EDUCATION (VA DOE) BY THE APPLICANT'S SCHOOL SYSTEM ALONG WITH DOE'S REQUIRED FEE TO ADD THE ENDORSEMENT.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTICE: THIS FORM MUST BE COMPLETED BY ALL APPLICANTS FOR GRADUATE PROFESSIONAL ENDORSEMENT. FAILURE TO DO SO MAY DELAY PROCESSING OF THE ENDORSEMENT OR INITIAL LICENSURE WITH VA DOE. ANY CHANGES TO THE PLANS SPECIFIED ABOVE MUST BE APPROVED BY THE REGISTRAR.