



Leadership Academy
Site Supervisor Letter of Endorsement, Commitment

_____ is applying to the Massachusetts College of Liberal Arts
Candidate Name

Leadership Academy. The program includes a summer, two-week residency in July at MCLA, fall and
spring weekend residencies and coursework, a year-long field experience (internship), and a second
summer, four-day residency conference which concludes the program. Upon successful completion of
the program, this Candidate will be endorsed for Principal/Assistant Principal licensure (SBL).

MCLA is committed to assuring that our candidates have the support and experiences they need to
engage in a meaningful field experience (internship) and become effective school leaders.

By signing this letter, _____ is agreeing that
Site Supervisor Name

- The candidate named above has the potential to be an effective leader.
• This Site Supervisor will oversee the candidate’s internship and meet with the MCLA College
Supervisor four times during the academic year.
• This Site Supervisor holds the appropriate administrative license/certification and has worked
under this license for a minimum of three full years.
• This Site Supervisor works and has a leadership role in the school/building where the candidate
will complete the internship.
• This Site Supervisor will provide a copy of their administrative license/certification or a copy of
their state licensure information.

Site Supervisor Printed Name: _____

Site Supervisor’s Title: _____

Site Supervisor’s License (Certification) Information:

License # State Date Issued

Site Supervisor’s Signature: _____

Date: _____

Candidate’s Signature: _____

Date: _____

MASSACHUSETTS COLLEGE OF LIBERAL ARTS