



Department of Educational Leadership

210 Ragsdale Building | Mail Stop 515 | East Carolina University | Greenville, NC 27858-4353  
252-328-6135 office | 252-328-4062 fax | [www.coe.ecu.edu](http://www.coe.ecu.edu)

Dear Principal and Superintendent,

The purpose of this letter is to notify you that the individual on the attached form has submitted an application to pursue the Master of School Administration (MSA) degree Program at East Carolina University (ECU). Since this degree program was re-authorized by the UNC-General Administration and the State Board of Education effective with our students in August 2010, we have attempted to increase our communication in partnering with the student's current school and school system early on in the process.

As you may know from your experiences over the past few school years, the program is aligned with the North Carolina Standards for School Executives and includes a stronger collaborative effort to prepare potential school leaders as well as a significant service-learning component. This new leadership preparation model requires our students to immerse themselves into problems of practice throughout the two-year program of study resulting in meaningful contributions to the field. The field experiences require students to work with the principal and other stakeholders to present solutions that potentially resolve problems of practice within the service leadership framework. This model of leadership preparation has resulted in authentic learning for our students and the completion of six Service Leadership Projects (SLP) that will be submitted electronically to NCDPI for licensure.

Recognizing the level of involvement the program requires, we want our candidates for admissions to demonstrate up front that their school and system leaders are aware of their intent to apply to this program. This serves as an initial indication that you support the candidate's pursuit of further academic preparation and in-field school leadership experiences. By indicating your support at this time, you are not making a commitment to them as prospective candidates for a school leadership position upon completion of the degree/license. Rather, this form indicates that you are supportive of them pursuing admissions to this program and will support them in these experiences should they be admitted.

Our MSA students understand that they have much to learn, and they must work hard at aligning themselves and their activities with their school's mission and vision. We hope to provide a strong support team for each student and acknowledge that clear communication among everyone will be essential to their ultimate success!

Our faculty members are committed to maintaining purposeful relationships with educators in the region by responding to specific areas of need. We appreciate the strong partnership with your school system, and welcome your feedback and further input regarding areas where we can be of service.

Sincerely,

Marjorie C. Ringler, EdD - Chair  
Department of Educational Leadership (LEED)

Karen D. Jones, PhD  
MSA Program Coordinator



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MSA Applicant

I am interested in pursuing the MSA degree and/or license and recognize that if accepted into the program I will need the support of my principal and school system leaders in fulfilling my academic and field-work experiences. I am requesting your initial support so I may satisfactorily complete the application process. Please know that if accepted, I will work to establish and maintain relationships built on trust and mutual respect, and I will serve the school and align my efforts with the school's mission and vision. **If at any time during the admission process or during my MSA program of study there is a change in my current employment status, I understand it is my responsibility to immediately notify the LEED office.**

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Supervising Principal

I have read the cover letter and support the application of this student to pursue this degree/program at this time.

Principal's Name: \_\_\_\_\_ School: \_\_\_\_\_

email: \_\_\_\_\_ phone: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Superintendent/Superintendent Designee

I have read the cover letter and support the application of this student to pursue this degree/program at this time.

Superintendent/Designee Name: \_\_\_\_\_ School System: \_\_\_\_\_

email: \_\_\_\_\_ phone: \_\_\_\_\_

Superintendent/Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: The MSA candidate must upload a copy of this signed form to the Graduate School application by March 15.