



PRINCIPAL INDUCTION PROGRAM ENROLLMENT FORM

2015-16

This form is to be used for all first time principals and career center directors.
Please complete at the time of hire.

Section I.

Today's Date: _____

| | |
|---|---|
| LAST NAME | FIRST NAME (LEGAL NAME) |
| | PREFERRED NAME () |
| HOME ADDRESS (INCLUDE CITY, STATE, ZIP) | HOME TELEPHONE # (INCLUDE AREA CODE) |
| NAME OF ASSIGNED SCHOOL | SCHOOL ADDRESS (INCLUDE CITY, STATE, ZIP) |
| DISTRICT | SCHOOL TELEPHONE # (INCLUDE AREA CODE) |
| E-MAIL ADDRESS | FAX # (INCLUDE AREA CODE) |

Section II.

Orientation Information

Listed below are the dates for the principal induction orientations. Please indicate your 1st, 2nd and , 3rd choice. If your 1st choice is full, your 2nd, or 3rd choice will be honored. If no 2nd, or 3rd choice is indicated, the principal will be placed in a cohort according to availability. Please note that enrollment will be processed in the order in which the forms are received. Each cohort is limited to 30 people. Once a cohort reaches capacity, it will be closed to new enrollment.

Enrollment must be received by July 30, 2015 in order for a principal/director to be enrolled in the 2015-2016 program. Any principal who is appointed or enrolled after this time will need to enroll in next year's program.

CLOSED JULY 7-8, 2015

CLOSED JULY 13-14, 2015

___AUGUST 4-5, 2015

Section III.

The Principal Induction Program will send a letter to all participants upon receiving the enrollment form. This letter will include orientation information and the session assigned. The school district will be invoiced a \$200 fee per participant once enrollment is confirmed.

Section IV.

District Contact

| | |
|--|------------------------------------|
| PLEASE PRINT YOUR NAME LEGIBLY (DISTRICT DESIGNEE) | YOUR SIGNATURE (DISTRICT DESIGNEE) |
| CONTACT TELEPHONE # (INCLUDE AREA CODE) | E-MAIL ADDRESS |

Please submit completed form to:

SC Department of Education
Office of School Leadership
Principal Induction Program
Attention: Morgan Lee
8301 Parklane Road
Columbia, SC 29223
Office: 803-896-0198
Fax: 803-896-0208
mlee@ed.sc.gov